

# Student Handbook

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Dear Newly Enrolling Student,

On behalf of the faculty and staff and the Tennessee Board of Regents, welcome to the Tennessee Technology Center at Hohenwald! We are so glad you are here at the Tennessee Technology Center at Hohenwald and chose to make TTC Hohenwald your school.

Now is your time to invest in improving yourself and learning the necessary skills and competencies to become a highly skilled and trained technical professional. In just a few weeks, you will begin to realize how much you have accomplished, and just how much more you know about the training area you are in than just the average, general public.

You are ahead of the game! You have taken time out of your busy life to train in a field that you are very interested in. Let me encourage you to find the bright side of education. It is that bright side that will help you be a happier and more productive citizen. All of us want to be happy, and I can say you are truly enrolling in a school with a caring atmosphere that, in my hopes, will assist in delivering that happiness, if you only let it.

We have assembled a professional and devoted faculty and staff who are anxious in helping you reach all of your goals. Our instructors are committed to you being trained on the latest equipment and with the best available curriculum. Make the most of your endeavor; the benefits received from training will largely be determined by you. The education and training you receive can offer you the beginning of a new and successful career and way of life.

It is my most sincere wish that you take advantage of every opportunity that TTC Hohenwald presents and that you will reap a full reward for your training.

We truly care about your success.

Sincerely,



Rick C. Brewer, Director  
Tennessee Technology Center at Hohenwald

813 West Main Street, Hohenwald, TN 38462  
(931) 796-5351

Instructional Service Centers

921 Lion Parkway, Columbia, TN 38401

600 North Greenwood, Mt. Pleasant, TN 38474

# Tennessee Technology Center at Hohenwald

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## **TENNESSEE TECHNOLOGY CENTER AT HOHENWALD**

### **VISION**

To enhance the quality of life of:

- The individual Tennessee citizen
- The Tennessee family
- The local community

### **MISSION STATEMENT**

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:

- Providing competency-based training through traditional and distance learning instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employment 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.

The Tennessee Technology Center at Hohenwald remains committed to the education of a non-rationally identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

### **TTC PURPOSE AND OBJECTIVE**

The goal of the Tennessee Technology Center is to provide technical training to students to meet the occupational needs of employers in our community. Recognizing that all people do not have the same background, abilities, or desires and cannot be fitted into the same mold, the objective of the Tennessee Technology Center is that each student be treated as an individual. Individualized instruction is utilized to the maximum 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 level desired within the limitations of the school. Individualized instruction

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provides the student with the highest quality instruction possible in the occupational area of his/her choosing.

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

The primary purpose of the Tennessee Technology Center at Hohenwald is to more adequately meet the occupational and technical training needs of citizens and residents of this geographic area including employees of existing or prospective industries and businesses of the State.

The Center fulfills this mission by providing instructional programs to train or retrain persons for employment. Programs are designed to update existing skills and increase knowledge of workers already employed.

### **GOVERNANCE**

The Tennessee Technology Center at Hohenwald is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system that is comprised of six universities, fourteen community colleges, and twenty-six technology centers. The Tennessee Board of Regents system enrolls more than eighty percent of all Tennessee students attending public institutions of higher education.

### **OUR HISTORY**

Construction of the Hohenwald State Area Vocational-Technical School began in the Fall of 1965. The school opened classes February 14, 1967, with offerings in four instructional areas. The Center currently offers full-time preparatory training in eleven instructional areas and part-time, secondary, or supplementary training in twelve instructional areas.

In 1994, the Tennessee Legislature, realizing the Vo-Tech schools were becoming more technical, passed legislation changing our school's name to the Tennessee Technology Center to better reflect the school's mission.

The Tennessee Technology Center system, statewide, was part of a plan and commitment of the 1993 Ninety-ninth General Assembly to improve institutions of higher education. Appropriations for the renovation and construction projects for each of the Technology Center's campuses passed

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the Tennessee Legislature by a unanimous vote. The Tennessee Technology Center at Hohenwald received approximately two million dollars for the renovation of existing facilities, additional construction of 13,000 square feet of space and acquisition of the latest state of the art technology and equipment for each training program. The Tennessee Technology Center at Hohenwald held Groundbreaking Ceremonies on April 30, 1997; the project was completed approximately two years later. TTC Hohenwald held Open House on June 14, 1999 in celebration of the newly renovated and constructed campus.

Additionally, in response to demand and the changing workforce, the Tennessee Technology Center at Hohenwald added the training programs of Computer Operations Technology and Surgical Technology to the training opportunities available at the school. Computer Operations Technology admitted the first students on August 31, 1998; the inception of Surgical Technology students began January 4, 1999. In October 2000, the Tennessee Technology Center added the Electro-Mechanical Program to its venue of offering.

Effective January 1, 2005, the Tennessee Board of Regents approved the change of the Tennessee Technology Centers system from quarters to trimesters. The system chose to continue the earning of clock hours as a means of academic credits.

Due to the growing demand for technical training, in September 2006, the Tennessee Board of Regents authorized the expansion of the Tennessee Technology Center at Hohenwald to the Maury County area to offer the programs of Automotive Technology, Cosmetology, and Machine Tool Technology. The expansion effort is a partnership between TTC Hohenwald and the Maury County School System. The off-campus sites opened January 29, 2007, as an Instructional Service Center.

The Technology Center is located in Lewis County and serves a six county area including Maury, Lewis, Lawrence, Wayne, Perry, and Hickman counties. It is located on a 15-acre tract of land on Highway 412, West of Hohenwald. The Instructional Service Center sites are located at Columbia Central High School and Mt. Pleasant High School.

### **ACCREDITATION**

The Tennessee Technology Center at Hohenwald is an accredited higher education institution. An evaluation team, composed of individuals from various parts of southern states, visited the Hohenwald School in February 1972, and made a thorough examination of all facets of the instructional programs. As a result of the finding of this team, on December 13, 1972, the Hohenwald School was accepted as an accredited member of the Commission on Occupational Education. An annual report of the school's progress is made each year for continuing accreditation and every five years the accreditation must be substantiated by another self-study

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and team visit. The school had a five-year team visit May 1977, July 1982, March 1987, April 1992, September 1998, and October 2004 and was re-accredited each time.

The Tennessee Technology Center is accredited by the Accrediting Commission of the Council on Occupational Education. Address: 41 Perimeter Center East NE, Suite 640, Atlanta, GA 30346; Tel: (404) 396-3898.

### **ADVISORY COMMITTEES**

Advisory committees play an important role in the Center by providing information and recommendations that may assist the administrative staff in making decisions favorable to the effective operation of the school. The Center also utilizes occupational advisory committees, which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the faculty in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas.

### **PUBLIC LAW 93-380--PRIVACY RIGHTS ACT**

The Tennessee Technology Center at Hohenwald adheres to the guidelines developed by the Department of Health, Education, and Welfare 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 personally identifiable information without the student's consent is limited.

This institution complies with the Privacy Act, PL 93-380, and in doing so protects the confidentiality of any student's record. Information, except Directory Information, from a student's record will not be released to anyone without the written permission of the student. Directory information that may be released without the student's consent is limited to: name, address, telephone number, date and place of birth, program dates of attendance, most recent educational institution attended, and awards received. A student may request that any or all directory information not be released. This request should be submitted in writing to the counselor who is responsible for maintaining student records and it should specify the directory information not to be released.

Students may, upon request to the counselor, have an opportunity to review their personal records. Additional information regarding confidentiality of student records can be found in TBR Guideline S-020, TBR Policy 3:02:03:00. Copies of these documents may be obtained from the counselor.

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### CALENDAR OF OPERATIONS

Tennessee Technology Centers operate on a year-round basis, dismissing only for observance of legal holidays, teacher in-service training, trimester breaks, and student vacation days.

Full-time classes are scheduled five days a week, six hours a day from 7:45 a.m. until 2:25 p.m. Full-time evening programs generally are offered from 2:30 p.m. until 9:00 p.m. Part-time and other evening classes are scheduled according to program training needs; dates and times may vary. Class breaks and lunch schedules are posted on the shop or classroom bulletin boards. Supplemental Evening Training schedules will vary according to local needs. Official Center calendars and Supplemental Evening schedules for the current year may be obtained from the Student Services Office. Part-time and Supplemental Classes may be canceled if an adequate number of students do not enroll.

The calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the school, including severe weather, loss of utility services, or orders by federal or state agencies. In the case of severe weather, please call the Tennessee Technology Center at Hohenwald for information or tune to **WSMV Channel 4 Snowbird** or log on to [wsmv.com](http://wsmv.com). **(This is the only media that is contacted by the school.)**

### ADMISSION REQUIREMENTS/PROCEDURES

To meet the minimum age for enrollment in the Tennessee Technology Center at Hohenwald a student must be eighteen,\* or be a high school graduate or GED recipient. The enrollment of high school students requires special agreement between the Tennessee Board of Regents, the local Board of Education, and the Center. Steps in filing an application are as follows:

1. Contact the Tech Center to obtain an application form.
2. Complete application and file it with the Tech Center's Student Services Office. (Applicants are contacted by mail as to a time of interview and initial assessment prior to a scheduled date of enrollment.)
3. Discuss primary vocational objectives with the Student Services Office, as needed.
4. Each student enrolling in a full-time program or Basic Skills/GED Preparation will undergo the Technology Foundations Assessment Program. If a student is found deficient in reading, writing, mathematics, or study skills, he or she will attend the Tech Center's Technology Foundations program as a part of the instructional day. This

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highly-individualized activity is designed to assist the student in making satisfactory progress in his/her chosen program.

5. Although neither a high school diploma nor a GED is required for admission, all students are encouraged to pursue such and will normally be enrolled in a GED preparation program while pursuing their technical training. Adult Education is housed on campus. The GED test is administered on campus monthly.
6. Those applicants enrolling without a high school diploma or GED may be referred for an ability to benefit test if financial aid is desired. Testing is also available to assist with the selection of a suitable program.

\*Note: Licensed Practical Nursing, Surgical Technology and Cosmetology have additional admissions requirements.

### HIGH SCHOOL STUDENTS

High school students attend the Tennessee Technology Center at Hohenwald to obtain a technical portion of high school credits. High school students are enrolled accordingly through a special agreement with a school's Board of Education. High school students are treated as adults while on campus; however, they are subject to the high school's rules and requirements, as well as those of TTC-Hohenwald. **High school students may not leave the Technology Center campus without the prior consent of high school officials and that of the High School Liaison and TTC-Hohenwald instructor.**

*Note: Program hours completed as a high school student does accumulate toward completion requirements of the program in earning both certificates and diplomas and toward hours requirements of financial aid. Please refer to Completion, page 18, and Financial Aid, page 35.*

### FEE ASSESSMENT

The amount of fees assessed to a student should be determined by an individual other than the one who collects the fees. Fees assessed shall be in accordance with the current Fee Schedule approved by the Tennessee Board of Regents. Fee schedules shall be made readily available to students and prospective students through the use of bulletin boards, advertisements and school publications. The fee assessment shall be as follows:

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A. Regular Students – All students, whether residents or non-residents, shall pay the appropriate fees based upon the number of hours the student is scheduled to attend in the term. Students who enroll concurrently in two or more programs/classes will be assessed fees appropriate to the number of hours scheduled to attend in each program/class.

B. Secondary Students (Public Schools) – The TTC will negotiate the appropriate fees with each local public school system for secondary students enrolling at the TTC.

C. Secondary Students (Non-Public Schools) Students enrolled in state-recognized home schools or private schools will be assessed fees in accordance with the current fee schedule.

D. Special Industry Students – Students shall not be individually assessed fees for special industry training. All charges will be made to the receiving industry(s) and shall be credited to the school's appropriate Grants and Contracts revenue account.

**Effective September 2, 2008, the maximum per trimester fee is \$762.00.**

### **FEE COLLECTIONS**

#### **A. Payment of Fees**

Before any student is counted as enrolled, fees must be paid. Maintenance fees may be waived only in accordance with TBR Guideline B-060. After a student has properly completed the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule. Fees shall be paid according to provisions provided in Policy No. 4:01:01:10 with the students being furnished a pre-numbered receipt.

#### **B. Depositing of Fees**

After payments for fees are made, the individual collecting the fees will prepare a report of students' names and fees collected at the end of the collection period and present the report and fees to the assigned individual in the school's business office. The assigned individual in the business office shall accept the fees and sign report verifying the accuracy of the count. The individual collecting the fees shall receive a copy of the verified report as a receipt. Fee collections shall be deposited in accordance with TBR Policy 4:01:01:10 by the TTC staff into the local depository account established for the TTC. A copy of the report detailing student names and fees collected, accompanied by a copy of the deposit slip shall be transmitted to the business office of the Lead Institution.

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### **C. Bad Check Collections**

If a student pays his/her fees with a check that is not honored by the bank, he/she will be notified by the person so designated at the TTC and if the check is not paid in cash within 15 calendar days from the date of notice, that student will be withdrawn from classes. If the student pays the bad check within the allotted time period, he/she will be assessed a return check fee in accordance with TBR GuidelineB-60 in addition to his/her fee payment.

**Returned check fee is \$30.**

## **REFUNDS OF MAINTENANCE FEES**

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

1. Change in a 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 of the student from the school;
4. Cancellation of a class by the school; or
5. Death of the student.

Students administratively dismissed will not be eligible for refunds.

### **B. Calculation of refunds**

1. Full refund
  - a. 100% of fees will be refunded for classes canceled by the school.
  - b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
  - c. 100% of fees will be refunded in the case of death of the student during the term.
2. Partial refunds
  - a. A refund of 75% may be allowed if a program is dropped or student withdraws within the first 10% of the class hours.
  - b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.

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- c. No refunds will be permitted after 20% of the class hours have been completed.

### **C. Processing of Refunds**

The TTC will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards. Refunds will be processed as follows:

1. Refunds, when due, will be made without requiring a request from the student.
2. Refunds, when due, will be made within 30 days of the last day of attendance when the student has informed the institution in writing prior to withdrawal.
3. If the student drops out without notice to the institution, the refund will be processed 30 days from the date the institution terminates the student or determines withdrawal by the student. All refunds, however, must be made within 60 days of the student's last day of attendance.
4. Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.
5. An update will be made to the accounting system by the TTC or Lead Institution with a transaction resulting in the reduction of revenues from the appropriate fee account.

### **OTHER FEE AND CHARGE CONSIDERATIONS**

A. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts and /or fee revenue account.

B. Fees established for general interest classes and activities shall be sufficient to cover the total cost incurred in providing instruction.

C. Agreements with public school systems to provide instruction to secondary students will include a provision to outline the specific fee(s) negotiated with the local school systems.

### **TECHNOLOGY FEES**

Technology fees are charged for participation in part-time and full-time programs. The amount of the technology fee may vary and is available in the Student Services' Office.

**Technology Access Fee is non-refundable.**

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### **BOOKS AND SUPPLIES**

Estimates of total training program cost are available in the Student Services Office. The training costs estimates include tuition, books and supplies as required by program. The estimates attempt to be all inclusive; however, students will want to consult with their individual instructors prior to purchasing texts and supplies.

Students enrolling in a Tennessee Technology Center must provide or purchase the following items as required for their chosen area of training:

1. Textbooks, workbooks, paper and pencils.
2. All parts and material used on personal projects.
3. Uniforms, safety glasses and other personal items as required by specific occupational areas.
4. Technology fee.

The Tennessee Technology Center at Hohenwald operates a bookstore on campus; bookstore hours may vary according to the classes scheduled. Any textbooks and materials you purchase become your property. The Bookstore is responsible for pricing and availability of books and supplies; prices of books are available in the Bookstore. Bookstore purchases are non-refundable.

### **CANCELED CLASSES**

Part-time and supplemental classes may be canceled if an adequate number of students do not enroll.

### **INSTRUCTIONAL FACILITIES**

All instructional programs have adequate classroom and lab and/or shop facilities. Basic Skills, Related Mathematics, and GED Preparation have separate labs and classroom facilities. Off-campus sites include locations in Columbia, Mt. Pleasant and Waynesboro, Tennessee.

### **PUBLIC RELATIONS / PUBLICATIONS**

The Tennessee Technology Center at Hohenwald is required to maintain an adequate public relation program relevant to the Center's publications, such as the catalog, program brochures, news articles, newsletter(s) and /or website. As a result, enrolled students may be pictured or photographed to appear in TTC publications. By allowing your photograph to be taken, permission is considered as being granted to TTC Hohenwald for use in publications,

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Students may opt to not allow use by informing photographer or Student Services personnel of objection.

### **MEDIA RESOURCES**

Media resources are available within the individual instructional areas. Media resources may include, but are not limited to periodicals, magazines, journals, reference books, technical manuals, textbooks, audio-visual materials and other related program media materials.

An inventory of resources is maintained by the program instructor. Additional media services are available through Technology Foundations and Student Services.

### **ACADEMIC RETENTION AND READMISSION-Policy No. 2:03:01:05**

#### **A. Student Attendance**

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

1. A full-time student enrolled for a full term (72 days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will be referred to Student Services for counseling. Counseling hours must be prorated for all part-time students and full-time students enrolled for less than a full term.
2. When a full-time student enrolls for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. Suspension hours must be prorated for all part-time and full-time students enrolled for less than a full term.
3. A student is considered tardy if not in the classroom at the designated time for class to start.
  - a. 5 tardies --documented warning by instructor.
  - b. 6 tardies --documented probation by designated authority.
  - c. 7 tardies --referred to Director.

An attendance record for each student is maintained in the school office.

In addition to TBR Policy No. 2:03:01:05, the Center requires all students to call in absences. A student absent two (2) consecutive school days without contacting the Tech Center may be

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terminated. 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. Any student enrolled the previous trimester will be considered absent from class the following trimester should he/she fail to reenroll the subsequent trimester, and may be subject to termination.

### **B. Student Progress**

1. This policy provides minimum criteria for evaluating student achievement relation to identified occupational competencies, in compliance with this policy, to define retention standards of the institution.
2. Evaluations are recorded for each student at the end of 72 days of instruction that comprise a term. Those evaluations include the following scale of progress:  
  
A = 93-100      B = 85-92      C = 77-84      D = 70-76      F = 0-69
3. The trimester evaluation report will reflect each student's progress in the following categories: Skill Proficiency, Related Information, and Worker Ethics. Worker Ethics is a grade based on a curriculum of activities as determined by program Instructor. A general description of the integrated Work Ethics course may be found in Student Handbook, page. 44
4. A student must maintain a "C" or better average for the 72 day period of instruction. Failure to do so will result in suspension at the end of the term.

### **C. Re-admission from Suspension**

The director may consider for readmission the applicant who has been suspended. Criteria that the director will consider in assessing candidacy for readmission are as follows:

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

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### D. Exceptions:

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

### HOURS OF ABSENCES CHART

For students enrolling full-time, part-time, and full-time enrolled for less than a full term the following chart is descriptive of allowable hours of absence.

Scheduled Hours	Allowable Absences
428-432	42
418-427	41
408-417	40
397-407	39
387-396	38
377-386	37
366-376	36
356-365	35
346-355	34
335-345	33
325-334	32
315-324	31
305-314	30
294-304	29
284-293	28
274-283	27
263-273	26
253-262	25
243-252	24
232-242	23
222-231	22
212-221	21
201-211	20
191-200	19
181-190	18
171-180	17
160-170	16
150-159	15
140-149	14
129-139	13
119-128	12
109-118	11
98-108	10
88-97	9
78-87	8

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67-77	7
57-66	6
47-56	5
37-46	4
26-36	3
16-25	2
6-15	1
1-5	0

The Tennessee Technology Center encourages students to maximize the use of “allowable absences” of absence for serious and important matters that may not be dealt with outside school hours, such as illness, accident or unforeseen circumstance. The Center does not recognize or allow for “make-up time”; the only exception may be in the case of extenuating circumstances beyond the school or students’ control and requires the agreement of the Instructor, student, and student services office. Proof of circumstance may be required of the student. “Make-up time” due to inclement weather must be approved by the Director of TTC Hohenwald. Students failing to meet attendance requirements are subject to suspension and /or termination from school, as well as financial aid.

### CHANGE OF STATUS PROCEDURE

The Tennessee Technology Center may allow a change from full-time status to part-time status within the same term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not limited to, illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or student’s immediate family, or other extraordinary circumstances beyond the student’s control where continued full-time attendance by the student creates a substantial hardship. **Students will be allowed only one change of status per trimester. No change will be made unless the student presents a properly completed Change of Status Form prior to the date of change.**

A change of status could be an increase or decrease in scheduled hours to attend. If approved, the amount of any financial award being received may be adjusted based on the revised scheduled hours for the term. **Change of Status Form may be obtained from Student Services.**

### 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. And 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

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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 the 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 will not be granted for less than 9% of the student's scheduled hours or longer than the scheduled hours remaining in the term at the time of the leave.**

### **TRANSFER/WITHDRAWAL/REPETITION**

Whenever it is deemed that a student is not enrolled in the proper area, the Counselor will work with the student in order to find a more suitable occupational area. It is expected that this will occur during the first trimester of the student's training. Therefore, transfers will be limited.

Withdrawal from class will be subject to the refund policy and financial aid re-calculation may be necessary. This may constitute financial aid probation for subsequent trimesters.

Repetition of previously credited work is allowed on a space available basis only at the discretion of the instructor and Assistant Director. Financial aid will be granted only for new course work.

### **COUNSELING**

Counseling services are available to all Tennessee Technology Center students. You may have problems with which you would like assistance. These problems may include uncertainty of vocational choice, poor study habits, poor grades, lack of ability to concentrate, financial aid, family and social situations, and employment. If you need assistance, contact our Student Services Office.

### **CREDIT FOR PRIOR TRAINING**

Your previous educational training and/or experience will be evaluated on entry. You will be enrolled in training at your own level and the time normally required for training may be shortened. We will evaluate training completed in high school, technical institutes, colleges, and others such as business, industry, and the military. Credit may be given toward completion where possible. You must supply documentation and/or evidence of training or proficiency.

### **ARTICULATION AGREEMENT**

An Articulation Agreement has been established as a means of eliminating repetition of course studies for students who choose to continue their education at the community college level after successfully completing a program at the Tennessee Technology Center at Hohenwald. Students who have mastered certain course competencies which are equivalent to course competencies offered through community colleges may receive credit either through a formal articulation agreement established between the Tennessee Technology Center at Hohenwald and that particular institution or by achieving an acceptable score on the Student Occupational Competency Achievement Test (SOCAT). This exam is administered by Tennessee Technology Center instructors. Additional information on available degrees may be obtained from the Counselor and program instructors.

### **CO-OPERATIVE TRAINING**

Co-operative training is available to students in most program areas. This activity allows students to receive on the job training in an area directly related to their course of study during school time. Students must meet specific eligibility requirements and be recommended by their instructor to participate in co-operative training.

### **STUDENT INSURANCE**

Accident insurance is available for all students. Each student is strongly encouraged to participate in this benefit program. Coverage is available for hours of school attendance or on a full-time-year basis. Coverage is good for one year at a time. Premiums are payable once a year or per trimester and are very reasonable.

### **COMPLETION REQUIREMENTS**

Satisfactory completion may be achieved by demonstrating proficiency based upon 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. All hours of study accumulate toward post-secondary completion requirements.

Should a student withdraw, be terminated or graduate from the Center and have in his or her possession property or materials belonging to the Center, completion certificates/diploma will not be issued until such property or material is returned.

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Students must properly complete all required paperwork, including the Exit Interview form, prior to withdrawal or exiting the Technology Center. Students who do not follow through with this procedure may not be issued the final certificate and/or diploma. If a student exits or withdraws from the Tennessee Technology Center and owes fees to the Center, final certificates, diplomas and/or transcripts may be held until the fees are paid.

### **PLACEMENT**

The placement of students in satisfactory employment is one of the primary objectives of the Tennessee Technology Center at Hohenwald. Responsibility for placement of students is vested in the administrative, counseling, and instructional staff. The student must also fully participate in the job seeking process. The Center maintains close communication with employers, both in the local community and statewide.

### **FOLLOW-UP**

As an aid in evaluating the effectiveness of the student's training, 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 follow-up studies are made to determine if changes need to be made in meeting the individual students' 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.

A follow-up questionnaire will be sent approximately two (2) weeks after graduation. There will be additional periodic contacts for further follow-up information. Students are strongly urged and encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.

### **EXIT INTERVIEWS**

Under the Tennessee Board of Regents Policy, all students graduating, withdrawing, or terminating from the Center must participate in a scheduled exit interview.

### **CAMPUS SECURITY POLICY**

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-To-Know and Campus Security Act, the Tennessee Technology Center at Hohenwald maintains a file on campus crimes and other related information. This information can be obtained in the Student Services Office.

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### **SAFETY**

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program and becomes the student's responsibility to adhere to the safety and health requirements taught. Strict safety procedures, as set by your instructor, will be followed and practiced at all times. Each class has a safety program that you must thoroughly understand before you are allowed to use any shop equipment. A written record of the safety instructions and test will be kept on file as tangible evidence that you have been properly instructed of the safety program. **ALL ACCIDENTS OR INJURIES MUST BE REPORTED IMMEDIATELY TO YOUR INSTRUCTOR!!** Also, all near accidents that did not cause injury should be reported. Disciplinary action will be taken whenever safety rules are violated. Off-campus locations will have additional safety measures to follow specific to that site. Students must be informed and aware of safety at the site. Instructors will inform students of safety relevant to training area.

### **EMERGENCY ACTION PREPAREDNESS PLAN**

This plan is designed to inform Tennessee Technology Center at Hohenwald's employees and students about what to do in the event of a reasonably foreseeable emergency. Examples of foreseeable emergencies include fire, earthquake, tornado, or other storms. This plan is designed to comply with the format established in 1910.38(a) OSHA standard. Additionally, the Tennessee Technology Center has added a brief summary of procedures to be followed in the event of an unforeseeable emergency or situation of concern, such as a hostile student/visitor.

Tennessee Technology Center at Hohenwald's employees are not expected to commit daring rescues or provide first aid as part of their job. Any first aid given by a Tennessee Technology Center at Hohenwald employee will be rendered on a good Samaritan basis and not as a part of any implicit or explicit job duty. It is the stance of the Tennessee Technology Center at Hohenwald to handle accidents/injury very minor in nature by campus personnel and to contact the appropriate authorities/medical personnel for accident/injury/illness sustained on campus.

In the event of a fire or other emergency, the first priority is the safety and well being of all persons on campus. In the event of a fire, after everyone is evacuated from the fire area, portable fire extinguishers may be used by employees that have been trained in their proper use.

The Emergency Action Preparedness Plan will be reviewed at the following times:

- a. Initially, when the plan is developed;

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- b. Whenever the employee's responsibilities or designated actions under the plan change;
- c. Whenever the plan is changed, and/or
- d. At least annually.

### **EMERGENCY FIRE, TORNADO, AND EARTHQUAKE EVACUATION PLAN**

In case of a fire in a shop or classroom area, the instructor will be contacted immediately. The instructor will determine the seriousness of the fire, then:

- a. inform all persons in the area to evacuate to their assigned meeting area.
- b. inform the administrative office of the situation and seriousness.
- c. the administrative office will call 911.
- d. the administrative office will initiate the Emergency Evacuation Plan as needed and necessary.

In case of a fire in other locations other than the classroom and shop areas within the TTC, steps a. - d. listed above will be followed.

The emergency plan for complete evacuation of the shop areas and classrooms in cases of **FIRE** or a **POTENTIAL EXPLOSION** from natural gas and/or acetylene is as follows:

1. The signal for complete evacuation is three (3) consecutive blasts on the public address system.
2. All persons in the shop areas, classrooms, and offices will immediately evacuate the buildings and assemble at the pre-assigned assembly area (a safe distance from the building). Escape routes and assembly areas are prominently posted throughout the facility or may be obtained from your instructor or supervisor.
3. All windows and doors will be closed (when safety permits) before leaving the areas.
4. All students and instructors will go directly to their individual program's assembly area. (Students in Technology Foundations or away from their shop areas or classrooms during a drill or real emergency should immediately meet with their fellow students at their assigned meeting area.)
5. Instructors and supervisors will conduct a roll check to make sure all students are present have safely evacuated the buildings.
6. Assigned personnel (administrative) will check with all assembly areas to determine if all students and staff have safely evacuated.
7. Upon completion of the drill or when the emergency is over, assigned personnel (administrative) will inform everyone that it is safe to re-enter the buildings.

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The **TORNADO** preparation plan is as follows:

1. Upon knowledge of a pending tornado strike, a statement will be made over the intercom system directing all students and staff to assemble in their pre-assigned areas. With regard to the East Building: Cosmetology will assemble within the inner walls of the shampoo area and wash area in the classroom; Early Childhood Education will assemble in the kitchen area of the day care. Nursing students will assemble in the bathroom areas and lab area. Students (Business Systems, Computer Operations and Surgical Technology) and staff in the Administration Building will use the two rest rooms in the main hall, the two rest rooms in the student mall area, the kitchen (to be closed off when utilized as shelter), the Assistant Director's office, and bookstore area. East and West Wings: Machine Tool, Industrial Maintenance, and Technology Foundation, Automotive Technology, Industrial Electronics or Drafting & CAD Technology will all remain within their respective program areas and utilize the bathroom and storage areas, along with any "non-windowed" space.
2. Personnel should remain calm during the drill/strike. There will be no pushing, shoving, or running during the drills.
3. Personnel will sit on the floor against the west wall, (wall to utilized in any area with limited space) with their heads on their knees and their hands on top of their heads.
4. An announcement will be made over the intercom at the conclusion of the drill or when the potential strike is over.

The **EARTHQUAKE** evacuation plan is as follows:

1. Upon knowledge of a pending earthquake or at the onset of tremors, an announcement will be made on the public address system. All students and staff will calmly go to the nearest exit and then go to the open area away from buildings, trees, power poles, electrical lines, brick or block walls and other objects that could fall. Designated meeting areas are the same as for fire emergencies.
2. **DON'T PANIC.** The key is to remain calm and lend a hand to others in need.
3. Be prepared for after shocks.
4. Wait calmly until directions are given by Administrative personnel, police, or civil defense.

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The **EMERGENCY MEDICAL** plan is as follows:

1. In case of an accident or serious illness of a student, the instructor will be contacted immediately. The instructor will determine the seriousness of the injury and illness, then:
  - a. If the injury is minor--the instructor may administer or assist with first-aid as necessary.
  - b. If serious -- the main office will be contacted, then the determination will be made to either transport the person to the local ambulatory care facility or call for an ambulance. It is the stance of the Technology Center to contact the appropriate authorities (calling an ambulance) and allow the attending medical personnel further evaluate the medical conditions of the injured.
  - c. If needed and as necessary, the nursing /medical personnel on staff will be contacted and consulted for care purposes.
  
2. In case of an accident or serious illness of an employee, the administrative office should be notified immediately.
  - a. If minor – the employee will make the decision as to what course of action to take concerning first-aid.
  - b. If serious -- determination will be made to either transport the person to the local ambulatory care facility or call for an ambulance. It is the stance of the Technology Center to contact the appropriate authorities (calling an ambulance) and allow the attending medical personnel further evaluate the medical conditions of the injured.
  - c. As needed and necessary, the nursing/medical personnel on staff will be contacted and consulted for care purposes.

*Note: The TTC Pandemic Flu Plan is a separate document from the Emergency Preparedness Plan.*

### **UNFORESEEABLE EMERGENCY/CIRCUMSTANCE OF CONCERN**

The **DISGRUNTLED/HOSTILE STUDENT** plan is as follows:

1. In case of a disgruntled student, the instructor will be contacted immediately. The instructor will determine the seriousness and nature of the hostility:
  - a. If the nature of the hostility is minor--the instructor may attempt to handle the situation. In most cases, it is felt the situation may be handled through the

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- appropriate procedures of the Student Conduct Policy.
- b. If the nature of the hostility is more serious -- the instructor possesses the authority to order the temporary removal of the student from the program area. In the event the temporary removal of the student is invoked, the main office will be contacted and alerted to the situation. Student's permanent removal must follow appropriate Tennessee Technology Center Policy.
  - c. As needed and necessary, all facets of the Student Conduct Policy and Disciplinary Sanction Procedures shall apply. The instructor/involved parties are responsible for completion of the appropriate paperwork following the incident.
  - d. If the nature of the hostility is beyond the control of the instructor and/or involved personnel, TTC faculty and/or staff may alert reinforcement of other TTC faculty and staff by access of the intercom system with the announcement of "Code Orange" following with the "location" of the hostile individual. Example: "Code Orange – Computer Operations".
  - e. Other emergency communications may also include an administrative announcement with a direct command of "Lock Your Door", which initiates a Center "lock down" status, whereby no persons may enter or exit the premises.

The **HOSTILE SITUATION** plan is as follows:

1. In case of a hostile situation on campus, the administrative office should be contacted immediately. The administrative office and/or involved personnel will determine the seriousness and nature of the situation:
  - a. With the announcement of "Code Orange" followed by "location" over the intercom system, it is understood reinforcement of other personnel is necessary at that location. Administrative Office personnel will contact the authorities as appropriate to the situation. TTC Personnel abstain from any involvement in student/employee domestic situations; local authorities will be alerted.
  - b. If at any time the announcement of "Lock Your Doors" is given by the Administrative Office, the Technology Center is considered on a "lock down" status, whereby no persons may enter or exit the premises, until notice other.
  - b. Additional communication methods include: (1) activation of an "alert chain", whereby appointed personnel are responsible for informing designated areas of a "situation" and (2) activation of messaging chain via text and/or email per email and/or cell phone.

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### **INSTITUTIONAL DISCIPLINARY RULES - STUDENT CONDUCT**

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.

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 TTC Hohenwald campus.

Institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution-controlled property.

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

1. Conduct dangerous to others.
2. Hazing.
3. Disorderly conduct.
4. Obstruction of or interference with institutional activities or facilities.
5. Misuse of or damage to property.
6. Theft, misappropriation, or unauthorized sale.
7. Misuse of documents or identification cards.
8. Firearms and other dangerous weapons (paint guns are also banned from campus).
9. Explosives, fireworks, and flammable materials.
10. Alcoholic beverages.
11. Unacceptable conduct in hearings.
12. Gambling.
13. Drugs.
14. Financial irresponsibility (worthless check)
15. Failure to cooperate with institutional officials.
16. Violation of general rules and regulations.
17. Attempts of aiding and abetting the commission of offenses.
18. Violations of state or federal laws.
19. Littering.
20. Public Intoxication.

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21. Drug Paraphernalia.
22. Academic Misconduct.
23. Pornography.
24. Sexual Misconduct.

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 which violates the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

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

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

### **DISCIPLINARY SANCTIONS**

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

1. Restitution
2. Warning
3. Reprimand
4. Restriction
5. Probation
6. Suspension
7. Expulsion
8. Interim or summary suspension

The **director of each institution** 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.

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

For the purpose of the disciplinary rules and sanction, a student(s) shall mean any person who is registered for study at the Tennessee Technology Center at Hohenwald.

### **DISCIPLINARY PROCEDURES**

Chapter 0240-3-21-.05: 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.

For more information concerning the hearing process please reference Tennessee Technology Center at Hohenwald Disciplinary Rules Chapter 0240-3-21 or see Tennessee Technology Center at Hohenwald Assistant Director for copy of the policy.

### **EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION, DISCRIMINATION**

The Tennessee Technology Center at Hohenwald is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, color, religion, national origin, age, disability, or veteran status. Procedures for filing grievances concerning discrimination of any type can be obtained in the Student Services office or by contacting the Assistant Director.

It is the intent of the Tennessee Board of Regents and the Tennessee Technology Center at Hohenwald to fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Vietnam Era Veteran Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant hereto. The Board of Regents will promote and ensure equal opportunity for all persons without regard to race, color, religion, ethnic or national origin, sex, disability, age, or status as a covered veteran.

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It is the intent of the Board that each campus within the system and the Central Office shall be free of discrimination on the basis of sex, race, color, religion, ethnic or national origin, age or any other protected status and shall fully comply with the applicable provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the federal and state constitution; and other applicable federal and state statutes.

Tennessee Technology Center at Hohenwald will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran, nor will they tolerate harassment on the basis of race or sex.

Furthermore, Tennessee Technology Center at Hohenwald shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran.

### **A. Discrimination**

Discrimination may occur by:

1. Treating members of a protected class less favorably because of their membership in that class. The protected groups are based upon race, color, religion, ethnic or national origin, sex, sexual, orientation/gender identity, disability, age or status as a covered veteran; or,
2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

### **B. Sexual Harassment**

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment

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Sexual harassment can take many forms, but most sexual harassment falls into the three categories: verbal, visual, and physical. For further information, please consult Tennessee Board of Regents policy 2:02:10:01 and 5:01:02:00, and Guideline P-080, or see the Assistant Director for copies of policies.

It is the practice of the Tennessee Technology Center at Hohenwald faculty and staff to address all beneficiaries by courtesy titles (i.e., Mr., Mrs., Ms., Miss) without regard to race, color, or national origin in all communication.

### **GRIEVANCE PROCEDURES**

All students of the Tennessee Technology Center at Hohenwald may process bona fide complaints or grievances. These procedures may be utilized by a student who believes he or she has been treated unfairly or inequitably (including racial or sexual harassment, etc.) with regard to the terms or conditions of his/her enrollment or discriminated against in connection with his/her enrollment. Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion, or discrimination. Every reasonable effort will be made to resolve complaints at the lowest possible stage. Procedures can be obtained from the Student Services Office. Contact the Assistant Director to file a formal complaint.

Allegation of sexual or racial harassment or discrimination shall be processed in accordance with Tennessee Board of Regents Guideline P-080, Discrimination and Harassment – Complaint and Investigation Procedure. Grade appeals should comply with the appropriate grade appeal process.

Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at Tennessee Board of Regents Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3-21-.01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook. Appeals of traffic or parking citations should be processed as specified by each institution.

The Tennessee Technology Center is accredited by the Accrediting Commission of the Council on Occupational Education. Address: 41 Perimeter Center East NE, Suite 640, Atlanta, GA 30346; Tel: (404) 396-3898.

### **DRUG-FREE CAMPUS POLICY STATEMENT**

Drug and/or alcohol abuse can affect a person's physical and emotional health as well as his/her social life and day-to-day living. Long abuse can destroy a healthy body and mind. Such abuse can lead to many possible health risks, including organ damage, mental illness, AIDS, hepatitis, and other diseases. The Center's drug prevention program addresses two major concerns: 1) the maintenance of an environment in which students can learn; and 2) help for students and personnel whose development or performance is threatened by abuse of alcohol or drugs. Individuals in need of assistance should discuss this with the Counselor. (The Plan and a listing of existing centers in this region for drug and alcohol counseling, treatment, or rehabilitation can be obtained from the Student Services Office.)

#### **A. Policy**

The policy of the Tennessee Technology Center at Hohenwald is that the unlawful manufacture, distribution, possession, use, or abuse of alcohol and illicit drugs on the Center's campus, on property owned or controlled by the Center, or as part of an activity of the Tech Center is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Any violation of this policy **will** result in disciplinary actions set forth in Section II of this statement.

#### **B. Disciplinary Actions**

The Tennessee Technology Center at Hohenwald will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

##### **1. Employees**

As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify the department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of convictions, may include one or more of the following:

- a. Termination
- b. Suspension
- c. Mandatory participation and satisfactory completion of a drug/ alcohol abuse program or rehabilitation program
- d. Recommendation for professional counseling

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- e. Referral for prosecution
- f. Letter of warning
- g. Probation

### **2. Students**

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- a. Expulsion
- b. Suspension
- c. Mandatory participation and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
- d. Referral for prosecution
- e. Probation
- f. Warning
- g. Reprimand

### **DRUG AND ALCOHOL ABUSE**

Drug and/or alcohol abuse can affect a person's physical and emotional health as well as their social life and day-to-day living. Long term drug and/or alcohol abuse can destroy a healthy body and mind. Such abuse can lead to many possible health risks including:

- \* Organ damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even death;
- \* Risk of contracting AIDS, hepatitis, and other disease from the use of illegal drugs.

This institution is always concerned about the well-being of its students. Information, referral assistance and counseling services are available in the Student Services' Office as well as the following agencies:

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### MIDDLE TENNESSEE ALCOHOL AND DRUG FACILITIES

State of Tennessee  
Employee Assistance Program  
Toll Free 1-800-468-8369  
Treatment - 741-1924

Tennessee Dept. of Mental Health,  
Division of Alcohol & Drug Abuse  
Nashville, TN 37209

Cumberland Heights Alcohol and  
Drug Treatment Center  
P.O. Box 90727  
Nashville, TN 37209  
(615) 353-1757  
(615) 322-6158

Vanderbilt Institute for  
Treatment of Alcoholism  
Vanderbilt University  
Medical Center  
Nashville, TN 37209

Harbours at Brentwood  
Free Telephone Consultation  
209 Ward Circle  
Nashville, TN 37209  
(615) 373-8700

Harbours of Columbia  
Free Telephone Consultation  
Suite 406, 1224 Trotwood  
Columbia, TN 38401  
(931) 388-9406

Buffalo Valley Inc.  
221 South Maple  
Hohenwald, TN 38462  
(931) 796-5427

Another Chance Recovery  
Lewis Community Hospital  
Hohenwald, TN 38462  
(931) 796-2281

Alcoholic Anonymous  
1113 South High Street  
Columbia, TN 38401  
(931) 381-1048

Lewis County  
Alcoholic Anonymous  
(931) 796-5423  
(931) 796-4033

### **-HOT LINES-**

National Cocaine Hotline  
1-800-Cocaine

Alcohol Hotline  
1-800-Alcohol

Columbia Area Mental Health  
P.O. Box 1119, Trotwood Ave.  
Columbia, TN 38401  
(931) 388-6653

Lewis County Mental Health/Counseling  
912 Summertown Hwy.  
Hohenwald, TN 38462  
(931) 796-59162

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### **ACCEPTABLE INFORMATION RESOURCES TECHNOLOGY USE POLICY**

The Tennessee Technology Center provides computers and information technology resources to all enrolled students. This policy is meant to generally define TTC Hohenwald's acceptable use of the resources and supplement Tennessee Board of Regents Policy 1:08:00:00. To ensure Internet connections are used constructively for the advancement of educational opportunities for the students of TTC Hohenwald, it is necessary to establish policies for the acceptable use of the computer network communications and resources. The TTC Hohenwald has taken preliminary precautions to restrict access to controversial materials and monitors system activity on a daily basis.

Acceptable use of the TTC Hohenwald network and internet must be in support of education and research, and must be consistent with the educational objectives of the program for which the student is enrolled. Use of other networks and resources must comply with the rules appropriate for that network. Transmission of material in violation of any federal or state regulation is prohibited, which includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Personal use for commercial activities, product advertising and/or personal or political gain is prohibited. Only those computers connected and approved by the school administrator and/or IT Coordinator will be allowed to use TTC Hohenwald Internet Access. Access to protected resources (computer hacking) is illegal and prohibited. Students use is restricted to activities approved by the program instructor. Computers and equipment must be used exclusively for TTC business and educational activities and is subject to monitoring at any given time. Activity of a non-educational nature will not be tolerated, such as involvement in "chat-rooms" and/or visits to prohibited websites like "my space". To safeguard computers and software from virus and corrupt files, the program instructor must approve any materials downloaded from the Internet. Students are prohibited from installing any non-approved software on TTC computers. Programs or games that are not educational or researched-based instructional programs are not to be installed or played at any time unless otherwise authorized by program instructor. Students are prohibited from providing personally identifiable information online on the TTC System. The sharing of passwords is strictly prohibited. User accounts must not be shared or left open or unattended. Back-up copies of documents are the responsibility of the user. Information resource users are accountable and responsible for activity and policy violations which are traceable to the user. Attempting to log in through another user's account or access another user's files is illegal and strictly prohibited.

Any act of vandalism will result in the cancellation of privileges. Vandalism, for this purpose is defined as any malicious attempt to harm or destroy the data of another user, or to harm or destroy computer equipment. Abusive behavior toward equipment will be reported to the TTC Director and for disciplinary action.

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The use of information technology resources, including the Internet, is a privilege.

Inappropriate use will result in cancellation of those privileges. Students who fail to comply with the acceptable use policy will be subject to disciplinary sanction in accordance with the TTC Disciplinary Policy. By acceptance of a user account or allowed access to the TTC Hohenwald System, a student and/or user is agreeing to abide by the Acceptable Use Policy and understands any violation of policy may result in revocation of information technology resource access/privileges and disciplinary action and/or legal action taken.

### FINANCIAL AID

**Lottery Scholarship: Wilder-Naifeh Technical Skills Grant** is a state funded, lottery program (Tennessee Education Lottery Scholarship – TELS) that provides an annual grant to eligible students to attend a post-secondary institution in Tennessee. Any Tennessee resident who is at least 18 years of age or has a high school diploma or GED is eligible to apply to attend a Tennessee Technology Center. The award is not based on financial need; however, award amount is based on lottery funding and availability. All individuals interested in applying must fill out the Free Application for Federal Student Aid (FAFSA).

The grant requires no minimum high school grade point average or entrance exam for admission; conversely, enrolling students must meet program admissions requirements. To maintain the Wilder-Naifeh Grant while enrolled, students must maintain satisfactory academic progress (“C” or better) and meet attendance requirements including continuous enrollment. For more information and specific policy requirements, please contact Student Services office.

**Lottery Scholarship for High School Students: Dual Enrollment Grant** provides financial assistance to qualified high school students in pursuit of postsecondary study at an eligible Tennessee public or private institution while receiving college credit. The grant requires completion of the grant application which may be found by accessing the website: [www.collegepaystn.com](http://www.collegepaystn.com) and locating Lottery Scholarship, then clicking DE Grant and App PDF.

**Federal Pell Grant:** A federally funded program to provide grants to eligible students for post-secondary education and training. Grants are based on a federal formula that measures your ability and that of your family to meet educational expenses.

**Tennessee Student Assistance Award (TSAA):** A state grant awarded to Tennessee’s most needy students that meet the priority application deadline and all general eligibility requirements for Title IV aid.

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**Federal Supplemental Educational Opportunity Grant (FSEOG):** A federally funded program that provides financial aid to eligible students. The amount of FSEOG award is determined by financial need and availability of funds.

**Federal Work Study (FWS):** A program that provides jobs for students who need financial aid. Federal Work Study gives you an opportunity to earn money to help pay your educational expenses. Jobs for FWS students are located at the Center. Terms and conditions of employment may be obtained from the Counselor.

**Workforce Investment Act (WIA) – (formerly known as JTPA):** This federally funded program is designed to help pay for educational expenses while attending an educational program after high school. The WIA program will pay travel and/or furnish books and supplies for eligible participants. Eligibility is based on size and income of the family.

\*WIA/SDA-11 is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. TDD Relay System Access Number: 1-800-848-0298.

**Vocational Rehabilitation:** You must be physically or mentally challenged and demonstrate that you would benefit from further training at the Center to receive benefits. Vocational Rehabilitation will pay for tuition to Tennessee Technology Centers and, if an economic hardship is determined, for food, room, and travel. Additional information may be obtained from the local Vocational Rehabilitation office.

### STUDENT FINANCIAL AID ELIGIBILITY

The Center's Counselor/Financial Aid Officer is in charge of administering all financial aid programs. In order for a student to receive financial assistance from federal or state financial aid programs, he/she must:

1. Be enrolled at least half-time as a regular student in an eligible program (Refer to Federal Guidelines for exceptions).
2. Be a U.S. citizen/national or an eligible non-citizen.
3. Show that he/she has need.
4. Attain and retain satisfactory progress in accordance with policy.
5. Not be in default on Federal Perkins/National Direct Student Loan, any Federal Family Education Loan Program (Stafford Student Loan, PLUS Loan, Supplemental Loan for Students, Income Contingent Loan or a Consolidated Loan).
6. Not owe a refund on a Federal Pell Grant, Tennessee Student Assistance Award, Federal Supplemental Educational Opportunity Grant, or a Byrd Scholarship and sign a statement to that effect.

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7. Have a signed statement of registration compliance indicating either that he/she has registered with the Selective Service or that he/she is not required to register.
8. Have a signed statement of educational purpose (saying that the student will use the money only for expenses related to attending the Center).
9. Have a signed statement of Updated Information.
10. Provide verification of a High School Diploma, GED, or be beyond the age of compulsory school attendance in Tennessee and have the ability to benefit from the education or training offered.
11. Must take and pass an independently administered examination approved by the Secretary of Education if without a high school diploma or GED.
12. Complete the free Federal Student Aid Form.

### **FINANCIAL AID CHECK DISBURSEMENT**

1. To receive a Financial Aid Check, **a student must be enrolled in the Center for a specified amount of time each trimester and attended 60% of his or her scheduled, enrolled hours.**
2. PELL, SEOG, and TSAA checks are disbursed per trimester.
3. Federal Work Study students are paid monthly.
4. Check disbursements are contingent upon satisfactory attendance and progress.
5. Students must present picture identification prior to check disbursement.

### **FINANCIAL AID PROGRESS/ATTENDANCE**

To make satisfactory financial aid progress a student must:

1. Maintain at least a "C" average for each trimester (payment period). *[qualitative measurement]*
2. Maintain satisfactory attendance, with 60% of scheduled enrolled hours met at check disbursement, and complete 91% of the scheduled hours for which the student enrolled. (42 hours of absence is standard policy for full trimester of attendance) 91% is to be used for attendance less than full-time.
3. Satisfactory progress will be evaluated per trimester.

Satisfactory progress/attendance is evaluated at the end of each trimester. If a student fails to maintain satisfactory progress/attendance, the student will not be eligible for financial assistance for his/her next term and the institution may be required to initiate recovery procedures. If a student makes satisfactory progress during his/her next trimester of attendance (432 clock hours = 1 trimester for a full-time student), his/her financial aid will be re-established for the subsequent trimester of enrollment with the exception of Lottery.

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*Note: Satisfactory progress includes length of program hours x 150% = maximum hours of eligibility. If a student exceeds 150% of program hours, he or she is no longer eligible for financial aid. The 150% calculation includes secondary high school hours, post-secondary (adult) hours and absences. For example: Cosmetology requires 1500 hours for completion. If a student is enrolled and exceeds 150% of the 1500 hours which is equal to 2250, he or she is ineligible for financial aid at the accumulation of 2250 hours.*

### **THE AMERICANS WITH DISABILITIES ACT**

The Tennessee Technology Center at Hohenwald fully supports the Americans with Disabilities Act and 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 the 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.*

### **INFORMATION FOR VETERANS**

The Tennessee Technology Center at Hohenwald is approved to train qualified veterans under the Veterans Administration program. You must secure VA approval to attend the Center if financial assistance is to be paid. You must complete the necessary VA forms before we can send enrollment certification to the VA to begin payment. If you have questions or problems concerning the VA programs, contact the Center's Counselor, or call the VA toll-free number (1-800-827-2026).

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

Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which 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

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uition 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.

### **DRESS AND APPEARANCE**

One responsibility of the Tennessee Technology Center at Hohenwald is to develop attitudes in the students needed to get and keep a job. You should dress and groom yourself as you would if you were working in the business or industry for which you are training. Therefore, proper care must be given to dress and appearance, in relation to appropriate clothing and personal hygiene. Students may be sent home or subject to sanction if found to not meet dress and appearance standards. Appearance standards may include, but are not limited to proper cleanliness in regard to oneself and clothing; personal hygiene may include skin infection, such as lice, which could be contagious to fellow students. Disregard for appearance standards and hygiene may result in student's dismissal.

In regard to clothing, care must be given to strive for the proper fit with "appropriate" skin exposure. Shorts may be worn at proper length as acceptable to the area enrolled. Spaghetti and overly exposing tops are prohibited. Pants must be worn at proper level with no exposure of undergarments. Additional requirements may be mandatory of specific technical programs.

In regard to lice, the Tennessee Technology Center observes a "NO NIT POLICY." Students will be sent home in case of active lice or presence of nits. Students may be required to submit documentation from a physician and /or health department as to document treatment. Students will be checked by school personnel prior to admittance to class.

For safety reasons, you must wear appropriate clothing and work shoes approved by the instructor in shop training areas. Your hair shall be kept in a restraining device if its length constitutes a safety hazard.

Clothing or book bags displaying drugs, alcohol, or profanity will not be permitted. Inappropriate dress will be noted by your instructor or the administration as needed.

### **TELEPHONE CALLS**

Telephones in the Center's office and classrooms are for business use only. **Except for emergency situations**, students will not be called from class to receive incoming calls, nor will

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messages be taken for students. Please inform your friends and family of this procedure. Cell phone use is limited to breaks and lunch times. Cell phones are to be turned off during class time.

### **STUDENT PROJECTS**

Instructors will approve only those projects that fit into the training program. You must furnish all materials used on private projects. After completion of a Work Order, all projects must be approved by the Director or Assistant Director. Students will be assessed a non-refundable project fee. Fee schedules are available at the Student Services office. Students must complete a work order in the office and pay a non-refundable fee.

### **SMOKING**

Smoking or the use of tobacco products is not permitted in any classroom or school buildings.

### **TOOLS AND EQUIPMENT**

You are responsible for proper use and care of tools and equipment. You must replace any tools lost or carelessly damaged. Please inform your instructor of equipment not properly working in order that repair or replacement may be made.

### **AUTOMOBILES AND PARKING**

You are asked not to park your vehicle in designated areas; otherwise you may park at a location that is most convenient to your training area. No double parking is permitted. You are expected to drive slowly and cautiously while on campus.

### **SPEEDING / VEHICLES**

All persons entering the Tennessee Technology Center campus are required to observe the 10 mph speed limit. Violation of such may result in an enrolled student being sanctioned. Vehicles on campus must be driven in a safe manner at all times. Failure to observe safety while driving may result in restriction from campus.

### **VISITORS**

Visitors must have permission from the administrative office to visit any student or training area.

### **COURSE DESCRIPTION**

Specific course offerings are based primarily upon the manpower 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 his/her skills and increase technical knowledge. The Tech Center fulfills this objective by providing training through five types of programs.

**Full-Time Preparatory Training** is designed to prepare persons for employment in specific or closely related occupations. The full-time program is offered on a six-hour per day basis. Length of training ranges from six to eighteen months depending upon the level of training desired. Part-time training in a full-time program may be granted with special permission.

**Supplemental Evening Training** is designed to prepare persons for employment in specific or closely related occupations. The evening training is offered on a less than part-time basis.

**Specialized Training Programs** are designed to assist employed workers with upgrading skills and technical knowledge necessary to present employment.

**Special Industrial and Public Service Programs** are offered to business and industry. These classes can be conducted in the Center or place of employment of the students. Specialized training is designed to meet specific needs of industry and is offered through a contractual agreement.

### **OTHER EDUCATIONAL OFFERINGS:**

**Regents Online Degree Programs (RODP):** The Tennessee Board of Regents' colleges, universities and technology centers joined to offer the Regents Online Degree Programs, whereby any individual may choose to enroll and pursue post-secondary education in the offerings of certificates, diplomas or degrees through on-line education. All participating institutions are fully accredited with the student able to choose an online "home" school of choice. Courses completed in the RODP are entirely online and transferable among all the institutions.

The Tennessee Technology Centers offer online technical certificates in 11-week standard cycles. Presently, offerings are in the areas of Business Systems, Computer Operations Technology and Drafting and CAD Technology. Additional areas are currently being developed for future educational offerings. For more information about the programs or to apply for admission and register online, please visit [www.tn.regentsdegrees.org](http://www.tn.regentsdegrees.org).

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**General Educational Development Test (GED)** for a High School Equivalency Diploma is administered at least once a month. The GED Test consists of five multiple-choice tests that measure achievement in Writing Skills, Social Studies, Science, Interpreting Literature and the Arts, and Mathematics.

### **TRAINING PROGRAMS**

#### **AUTOMOTIVE TECHNOLOGY**

Approximately 12-24 months (2160 hours) - Automotive Technician Diploma

The mission is to provide the technical training and skill development for students to become knowledgeable in all facets of the field. Students receive instruction in 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. The program is divided into eight instructional units as developed by the National Institute for Automotive Service Excellence; certificates are available upon completion of units. Automotive Technology is offered at the main campus and at the Instructional Service Center of Mt. Pleasant High School.

#### **BUSINESS SYSTEMS TECHNOLOGY**

Approximately 15-18 months (1296 hours) - Medical Secretary Diploma; Legal Secretary; Bookkeeper Diploma; Medical Insurance Clerk Diploma

The purpose is to educate the student with the basic knowledge and technical skills necessary for success in both today's computerized office and the traditional office setting. Extensive "hands-on" computer training, including word processing, spreadsheets, desktop publishing and data base management is an integral part of the program. Students receive training on the latest in office technology, including computers, calculators and transcription equipment. Training provides students with career opportunities in the areas of secretarial, bookkeeping, clerical, data processing, medical, legal and computer-related fields. Business Systems is offered as a full-time day and evening class on the main campus of TTC Hohenwald.

#### **COSMETOLOGY**

Approximately 15 months (1500 hours) - Cosmetologist Diploma

The objective is to assist the student in mastering the skills for passing the state board examination, selecting a phase or specialization in the field and entering employment. Instruction and practical learning experiences are interwoven into a variety of beauty treatments, including care and beautification of the hair, complexion and hands. Training includes instruction in shampooing, rinsing, treatments, styling, setting, cutting, tinting, bleaching, perming, facials, manicuring, massaging, bacteriology, anatomy, hygiene,

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sanitation and salon management. Completion qualifies the student to sit for the licensure exam. Cosmetology is offered as a full-time program both days and evenings at the main campus, and as a full-time evening program at the Instructional Service Center Site of Columbia Central High School.

### **COMPUTER OPERATIONS**

Approximately 12-15 months (2160 hours) - Microcomputer Support Specialist Diploma

The mission is to provide the technical instruction and skill development for the student to become versed in the components of computer operation. Instruction includes learning how computers work, how to process data, and how to apply computer functions to solutions of problems. Extensive training with modern computer equipment, peripherals and software is provided in the units of system set-up, word processing, spreadsheets, data base management, maintenance, basic repair, upgrading, hardware assembly, diagnostics, networking and operating systems. Completion prepares the student for employment within the computer industry. Additionally, students may sit for industry certification exams.

### **DRAFTING and CAD TECHNOLOGY**

Approximately 15-18 months (2160 hours) – Detail Drafter Certificate; Drafting & CAD Technician Diploma

The goal is to teach modern engineering, industrial and architectural practices to the student so that he/she may become a qualified draftsman. Students learn to develop clear, complete and accurate working, detailed drawings from rough or detailed sketches. The basic program provides instruction in the techniques of sketching, drawing, lettering and inking. Students become skilled in the utilization of equipment used in the industry including Computer Aided Drafting (CAD). After completion of the basic program, specializations are offered in Architectural, Civil, Structural or Mechanical Drafting.

### **EARLY CHILDHOOD EDUCATION**

Approximately 12 months (1296 hours) – Early Childhood Education Worker Certificate; Early Childhood Education Attendant Certificate; Early Childhood Education Monitor Diploma

The mission of the Early Childhood Education Program is to teach individuals the correct policies, procedures, skills and attitudes to become successfully employed within the child care services industry. The objective of the program is to educate the student and provide the learning experiences necessary in regard and exposure to leadership, citizenship, teamwork, child development, safe and healthy learning environments, guidance and behavior management techniques, nutrition, developmentally appropriate activities, curriculum and

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instructional and professional practices and standards related to working within the early childhood education industry.

### **ELECTRO-MECHANICAL TECHNOLOGY**

Approximately 12-18 months (2160 hours) – Maintenance Associate Diploma; Maintenance Electrician Diploma; Electro-Mechanical Technician Diploma

The mission of Electro-Mechanical Technology is to provide the education and intensive hands-on training in the integration of mechanical, electrical, and electronics systems necessary for the student to become knowledgeable and competitive within today's modern industrial world. The Electro-Mechanical Program combines elements of both the Electronics Technology and Industrial Maintenance Technology to provide a multi-craft training program. A student may begin in either Electronics Technology or Industrial Maintenance.

**ELECTRONICS TECHNOLOGY** Approximately 12-18 months (1944 hours) – Electronics Technician Apprentice Diploma; Electronics Technician Diploma; Industrial Maintenance Associate Diploma; Maintenance Electrician Diploma; Electromechanical Technician Diploma

The mission is to provide students with basic theories, principles, practices, experiments and real work experiences involved in electronics. Students will learn through hands-on use of state-of-the-art trainers and lab stations fully equipped with proper power sources and test equipment. The Electronics Course provides instruction in A.C. and D.C. theory, electronics principles, digital electronics, microprocessors, digital and analog communications systems, advanced pneumatics and hydraulics, robotics, and programmable logic controllers. Students gain troubleshooting and repair experience through application. After completion of the basic program, specializations are offered in various areas.

### **INDUSTRIAL MAINTENANCE**

Approximately 12-18 months (1728 hours) - Maintenance Mechanic Diploma; Combination Welder Diploma

The goal is to equip the student with a background of knowledge and skills in maintenance, repair and operation of equipment. Instruction consists of both classroom and practical shop applications involving industrial electricity, machine shop, welding and sheet metal. Training also involves safety, applied electrical theory, blue print reading, schematic reading, machine operations (lathe, drill press, mill), hydraulics and pneumatics, and heating and air conditioning. Welding instructional units include basic procedures, flame and pipe cutting, oxyacetylene welding, basic and advanced electric arc welding, pipe welding, MIG welding, TIG welding, code specification, brazing and soldering, plasma arc, shop mathematics, blueprint, layout and structure projects.

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Completion qualifies the student to perform productively in maintenance operations within industry.

### **MACHINE TOOL TECHNOLOGY**

Approximately 12-18 months (1944 hours) - Maintenance Machinist Diploma; Machinist 1 Diploma

The mission is to provide the necessary work experiences and related technical knowledge for employment in the metal working industry. The program is designed to give the student experience on a variety of machine tools including milling machines, lathes, grinders, and drill presses. Instruction is given in related mathematics, blue print reading, precision measuring and basic metallurgy, which includes properties of metals, workable characteristics, heat treatment of metals and relative hardness. CNC (Computer Numerical Control) machining is also available as a part of training. Machine Tool is offered as a full-time day program at the main campus at TTC Hohenwald and as a full-time evening program at the Instructional Service Center Site of Columbia Central High School.

### **PRACTICAL NURSING**

Approximately 12 months (1296 hours) - Practical Nursing Diploma

The primary goal is to provide the technical instruction, skill development and learning experience necessary for the student to obtain licensure and become gainfully employed. The course is one year in length, consisting of 1296 hours; approximately half of the hours are spent in various clinical agencies. Curriculum includes, but is not limited to, Vocational Relationships, Anatomy and Physiology, Nutrition, Medications, Pharmacology, Medical-Surgical, and Maternal, Infant, Psychiatric, Geriatric and Pediatric Nursing. Upon completion, the graduate is eligible to take the state licensure exam. Practical Nursing is located at the main campus of TTC Hohenwald and the off-campus locations of Maury Regional Hospital, Columbia, Tennessee and Wayne County Medical Center, Waynesboro, Tennessee.

### **SURGICAL TECHNOLOGY**

Approximately 12 months (1296 hours) - Surgical Technology Diploma

The mission is to provide the necessary theory and clinical instruction to prepare the student as a successful member of the surgical team and in preparation for the national certification exam. Program instruction is provided through lecture and discussion, laboratory demonstration and practice, and clinical experience and assignments. Students are exposed to the latest techniques in a variety of surgical procedures and specialties. Units of study include Medical-Surgical, Anatomy and Physiology, Microbiology, Pharmacology, Patient Care, Asepsis, Fundamentals and Surgical Procedures.

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Successful completion earns the student the diploma and qualifies the student to sit for national certification.

### **NURSING ASSISTANT**

Approximately 100 hours - Nursing Assistant Certificate

The task is to prepare the student with the essential competencies and experiences, involving theory and clinical skills, to obtain certification and employment. Students study patient environment, nutrition, elimination, special procedures, dying and special needs patients, mental health and social services. In clinical, students care for adult geriatric patients under the supervision of the instructor. Training includes learning how to make hospital beds, giving personal care, recording vital signs and observing patient behavior. Completion qualifies the student to sit for the state certification exam.

## **INTERGRATED PROGRAMS**

### **WORK ETHICS**

The TTC Work Ethics Program is designed to promote positive work behaviors and to prepare students to be better, more productive workers. The evaluation of student work ethic traits is part of the teaching process. Evaluation is based on an identified set of ten work ethic traits, such as attendance, teamwork, attitude, and productivity. The traits are continually evaluated by instructors throughout the trimester in the assessment process. Instructors then provide timely feedback to the student with clear instructions for improvement as needed.

**DESCRIPTION OF THE WORK ETHIC EVALUATION PROCESS:** Evaluation of student work ethics uses a rating scale based upon a definition of the expected behavior of a good employee. Points are assigned to evaluate each of the ten work ethics traits as follows:

Exceeds Expectations = 3 points

Meets Expectations = 2 points

Needs Improvement = 1 point

Unacceptable = 0 points

**Every student's work ethics evaluation is assumed to be "Meet Expectations" at the beginning of each quarter.** Therefore, if the student were to be formally graded on the first day of class using the Work Ethics Evaluation, he or she would receive two (2) points for each of the ten (10) traits for a total of 20 points. As the student interacts daily and completes assigned work ethic activities, points may be added or deducted based on student performance.

**Work Ethics is an integrated part of the trimester evaluation.**

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## **SPECIALIZED TRAINING PROGRAMS**

### **TECHNOLOGY FOUNDATIONS**

The mission of the Basic Skills/Related/GED Preparation class is to provide training to students to meet the reading, math, and writing competencies for their program areas and/or to pass the GED test. Basic Skills consists of instructional activities in reading, writing, mathematics, and study skills. Full-time students enrolled in a program may participate in Basic Skills as a part of their instructional day. Students may also enroll in the Basic Skills program for personal educational development or in preparation for taking the General Educational Development Test.

### **GENERAL EDUCATION DEVELOPMENT TEST (GED)**

The Tennessee Technology Center at Hohenwald is a GED Testing Center, providing GED testing at least once a month. Information concerning test dates can be obtained in the Student Services Office.

### **SPECIAL INDUSTRIAL PROGRAMS**

In addition to the current full-time programs listed in this handbook, this Center has the capability, in cooperation with the requesting industry, to design and operate training programs that fulfill a special need of the requesting industry. These programs usually provide retraining or upgrade training for the employed person but may also provide start-up training for new employees. The length, times, and dates of training are designated by the industry being provided the training.

### **NOTICE**

The provisions of this handbook constitute a contract between the Tennessee Technology Center at Hohenwald and a student who commences any program of study insofar as it relates to the diploma or certificate requirements for that program during the effective period of this handbook, and the requirements are subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the diploma or certificate requirements for any program are subject to substitution at any time prior to completion by the student.

The remaining provisions of this handbook reflect the general nature of and conditions concerning the educational services of the Tennessee Technology Center at Hohenwald in effect at this time, but do not constitute a contract or otherwise binding commitment between the Tennessee Technology Center at Hohenwald and the student. Any fees, charges or costs, and all academic regulations set forth in this handbook are subject to change at any time, and all courses, programs and activities described in this handbook are subject to cancellation or termination by the Tennessee Technology Center at Hohenwald or the Tennessee Board of Regents at any time.

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

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## **Reporting Fraud, Waste, or Abuse at the Tennessee Technology Center at Hohenwald**

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

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

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### ***What Should I Report?***

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

- Theft or misappropriation of funds, supplies, property, or other institution resources
  - Forgery or alteration of documents
  - Unauthorized alteration or manipulation of computer files
  - Improper and wasteful activity
  - Falsification of reports to management or external agencies
  - Pursuit of a benefit or advantage in violation of institution's conflict of interests policy
  - Authorization or receipt of compensation for hours not worked
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### ***Think Before You Speak!***

Before making allegations of dishonesty, be reasonably certain of any claims. Such allegations can seriously and negatively impact the accused individual's life and adversely affect the working environment of the Center.

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### ***Reporting Options***

Several options are available to all TTCH employees, students and others for reporting known or suspected dishonest acts. You may report your concerns to:

- your immediate supervisor or Instructor if you are a student
- to the Director of the Tennessee Technology Center at Hohenwald
- the Office of Internal Audit at Middle Tennessee State University
- to the Tennessee Board of Regents, Office of System-wide Audit, by email at [reportfraud@tbr.edu](mailto:reportfraud@tbr.edu)
- to the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at **1-800-232-5454**

### **SEXUAL OFFENDER INFORMATION**

A Federal law, the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act (the “Wetterling Act”), provides minimum national standards for State sex offender registration and community notification programs. To comply with the Wetterling Act’s standards, States must establish programs that require current address registration by residents of the State who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors, as described in the Act. The Wetterling Act’s standards also require States to accept registration information from non-resident offenders who have entered the State to work or attend school. The Wetterling Act provides generally that States must release relevant information concerning persons required to register as necessary to protect the public. (42 U.S.C. § 14071 (Wetterling Act provisions); 64 Fed. Reg. 572 (Jan 5, 1999) (Attorney General’s guidelines for the Wetterling Act))

The CSCPA also enacted two amendments to Federal education laws. One of these is an amendment to the Higher Education Act of 1965 which requires institutions of higher education to advise the campus community where it can obtain the information about registered sex offenders provided by the State (pursuant to 42 U.S.C. § 14071(j), such as the campus law enforcement office, a local law enforcement agency, or a computer network address. The other is a FERPA amendment, which makes it clear that FERPA does not prevent educational institutions from disclosing such information.

Pursuant with Tennessee Code Annotated, Title 40, Chapter39, Section 40-39-201, the Tennessee Technology Center at Hohenwald is furnishing its students with the current website for tracking the location of registered sex offenders:

[http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp).

The information contained in the registry has been provided to Registering Agencies and the Tennessee Bureau of Investigation by the offender and is based upon information provided by the offender. The Tennessee Bureau of Investigation cannot guarantee the accuracy of this information. It should be noted that offenders may have moved without notification. Therefore, this information should not be used in any manner to injure, harass, or commit a criminal act against any person named in the registry. Any such action could subject you to criminal prosecution.

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