

Coosa Valley Tech



Student Handbook

1995-1996

This handbook is presented to all students during first quarter advisement and is available, upon request at any time, from the Office of Student Services.



PRESIDENT'S MESSAGE

New and familiar faces appear on our campus each year as individuals take on their serious task of pursuing career education. I want to personally welcome you, one of many students who make up our student body, to our campus. I hope that I may have the pleasure of meeting you during your studies.

While on our campus, your willingness to learn and our ability to teach should instill in you valuable information to aid you in living a full and rewarding life. In addition, Coosa Valley Technical Institute is more than just classrooms, laboratories, and shops. It is a community in itself — offering services, student organizations, and many other activities outside of classes. By taking advantage of these activities, you can draw the experiences, social awareness and confidence that will assist you long after your graduation.

Take a few minutes now and review our institute's services, activities and the inevitable rules and regulations that govern our campus. Hopefully, the information contained in the following pages will make your introduction to our campus considerably less hectic and will direct you to groups that meet your needs for involvement and friendship. We strongly urge you to use the services and activities at Coosa Valley Technical Institute and to participate as freely as your schedule permits.

On behalf of the faculty, administration, our board of directors, the state board and staff, I wish you every success in your chosen career education program. I and my staff are here to help you achieve your goals and enhance your studies, so don't hesitate to call on us if you need assistance

Sincerely

A handwritten signature in black ink, appearing to read "Ronald A. Swanson". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Dr. Ronald A. Swanson, President

1995-1996 STUDENT CALENDAR

Fall Quarter - 1995

Classes Begin	September 28, 1995
Advisement Day	November 3, 1995
Classes End	December 12, 1995
Non-school Days	Nov. 3; Nov. 22; Dec. 13-22, 1995
Holidays (students and faculty)	November 23-24, December 25-29, 1995
	January 1, 1996
<i>Application for Graduation - Deadline</i>	October 20, 1995

WINTER QUARTER - 1996

Classes Begin	January 3, 1996
Advisement Day	February 9, 1996
Classes End	March 14, 1996
Graduation, 7:00 pm	March 14, 1996
Non-school Days	February 9, March 15-25, 1996
Holidays (students and faculty)	January 15, 1996
<i>Application for Graduation - Deadline</i>	December 1, 1995

SPRING QUARTER - 1996

Classes Begin	March 26, 1996
Advisement Day	May 3, 1996
Classes End	June 6, 1996
Non-school Days	May 3, June 7-28, 1996
Holidays (students and faculty)	May 27, 1996
<i>Application for Graduation - Deadline</i>	March 1, 1996

SUMMER - 1996

Classes Begin	July 9, 1996
Advisement Day	August 16, 1996
Classes End	September 18, 1996
Graduation, 7:00 pm	September 18, 1996
Non-school Days	August 16, September 19-27, 1996
Holiday (students and faculty)	July 4, September 2, 1995
<i>Application for Graduation - Deadline</i>	May 31, 1996

Note: Consult your advisor for evening program dates as they may vary from those shown above.

CONTENTS

Message From The President.	1
Calendar .	2
Future Changes To This Handbook .	3
General Information .	4
Philosophy & Purpose, History, Warranty Statement, Accreditation, Equal Opportunity Students With Disabilities	
Student Activities .	5
Student Information .	5
Associate Degree Option, Adult Literacy/GED Testing, Visitors, Telephone Calls, Dress, Parking, Snack Bar, Bulletin Boards	
Student Safety .	7
Accidents, Illnesses, School Insurance, Closing School For Weather	
Academic Information .	8
Advisement, Student Records, Work Ethic, Satisfactory Progress, Grading System, Academic Status, Course Transfers or Exemption, Late Registration, Schedule Changes, Program Transfers, Dropping Classes, Withdrawing From School	
Attendance .	10
Graduation Requirements .	11
Conduct Irregularity .	12
Alcohol, Property Damage, Disorderly Assembly/Conduct, Falsification of Records, Drugs and Narcotics, Drugs, Disciplinary Appeal, Gender Harassment, Discrimination	
Student Expenses .	15
Tuition & Fees, Out-of-State Charges, Senior Citizens, Student Insurance, Refund Policy	
Financial Aid .	16
The Live Work Policy .	17
Student Services .	18
Services provided by the Office of Student Services, Release of Directory Information	
Student Right To Know Data.	20

FUTURE CHANGES TO THIS HANDBOOK

While the provisions set forth in this handbook will ordinarily be applied as stated, Coosa Valley Technical Institute reserves the right to change any provision listed in this publication, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes.

Information on changes will be available in the Office of Student Services. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular diploma program.

GENERAL INFORMATION

PHILOSOPHY & PURPOSE

Coosa Valley Tech is dedicated to the belief that educational training should be provided for all citizens with the major purpose being the preparation of students for successful employment in the business and industrial community.

HISTORY

Coosa Valley Tech was established in 1962 and offered eight programs of study. In 1968 six new programs were added as the school completed its first expansion of facilities. In 1969 the Coosa Valley Tech Board of Trustees became the governing body for the school. In 1972 Coosa Valley Tech was accredited by the Southern Association of Colleges and Schools.

In 1976 three new programs were added through a second expansion. The year 1980 saw a third expansion that added two new programs and relocated several to a new Admissions Building. A post-secondary chapter of VICA was formed in 1982, followed by a business fraternity, Phi Beta Lambda, in 1983. In 1987 Coosa Valley Tech became a State school governed by the Post-secondary Board. In 1989 Basic Adult Education joined the programs offered by Coosa Valley Tech.

WARRANTY STATEMENT

If one of our graduates who was educated under a standard program, and his/her employer agree that the employee is deficient in one or more competencies as defined in the standards, the technical institutes will retrain that employee at no instructional cost to employee or employer.

ACCREDITATION

Coosa Valley Technical Institute is an accredited member of the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools.

STUDENTS WITH DISABILITIES

If you require any special accommodations, please notify your instructor or the ADA Coordinator. Hearing impaired individuals may communicate with the school by calling 1-800-255-0056.

EQUAL OPPORTUNITY

Coosa Valley Tech does not discriminate on the basis of race, sex, religion, national origin, age, or handicap. The school supports Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

STUDENT ACTIVITIES

Students at Coosa Valley Technical Institute are encouraged to become active in student organizations and to support student activities. Some of the organizations and activities available to students at Coosa Valley Tech are:

VICA

The Vocational Industrial Clubs of America has a chapter on campus that is open to all students.

Student Activity Board

An organization of student representatives from each program area. Membership is added quarterly and generally consists of persons interested in student leadership and planning of activities for the benefit and enjoyment of the student body, involvement in community activities, and school wide improvement that meets the needs of students.

The GOAL Program

Held annually, the Georgia Occupational Award of Leadership features local competition, the selection of four school finalists, a local banquet where a school winner is named, and state-wide competition in Atlanta for major prizes and awards. Outstanding students are nominated by their instructors and finalists are selected on the basis of their performance in their respective programs of study and interviews with a panel of judges.

STUDENT INFORMATION

Associate Degree Options

Graduates from most day and evening programs can use their CVT credit toward an Associate Applied Science Degree from Floyd College under an agreement between the two schools. The only program not covered by this agreement is Practical Nursing. However, some credit from this program is granted toward the RN program at Floyd College.

Four joint programs have been developed specifically for students in certain diploma programs at CVTI. The four fields in which joint programs leading to the associate degree have been developed are:

- Business
- Health Occupations
- Technology
- Services

Students take the required courses for a diploma at Coosa Valley Technical Institute and the quarter hour credits specified for each degree by Floyd College.

Telephone Calls

Please do not have friends or family call unless it is an emergency. Students making calls from school should use the pay phones that are strategically located on the campus.

Basic Adult Education/GED Testing

Free adult education classes are taught on the CVT campus and can be scheduled as morning, afternoon, or evening classes. This training prepares you for the GED Test which, if passed, gives you a certificate which is the equivalent of a high school diploma.

The GED Test is given by the personnel in the Basic Adult Education Office. There is a fee for this test.

Visitors

Students are not encouraged to have visitors, unless it is an emergency, as they sometimes interrupt training. Occasionally, groups of visitors will tour the facilities. Please continue with your training and conduct yourselves accordingly.

Snack Bar & Break Room

Students should keep these areas clean by properly disposing of used cups, cans, and wrappers. Vending machines are provided in these areas and throughout the school for your convenience. Problems with these machines should be reported to the school's Accounting Office immediately.

Bulletin Boards

Changes in school policies, job opportunities, and special announcements are posted on the bulletin boards throughout the school. Students are expected to read these announcements and to keep up-to-date with changes that might affect them. Students wishing to post announcements on bulletin boards to sell items or advertise events may do so on the appropriate bulletin board. Announcements must carry the date posted and should be removed within two weeks.

Dress

Dress shall be primarily a matter of individual judgement; students, however, are encouraged to be neat and clean and to exercise good judgement. Apparel that is consistent with community standards and appropriate for the training area is permitted on campus.

Parking Your Car

Student cars may be towed away, at the student's expense, if parked in any but the following designated parking lots:

1. The lot on both sides of the entrance to the school
2. The lot with entry only from Cedar Avenue.
3. The lot behind the A building on Hemlock Street.
4. The lot for the Health Occupations Building.
5. Handicap spaces are for cars with a handicap decal.

ABSOLUTELY NO PARKING is allowed on the grass or in the service courtyard or in spaces marked for school staff.

IF YOU NEED HELP

Absences	See your instructor
Withdrawal from class	See Student Services
Books and supplies	See Campus Store.
Class schedule	See your advisor(s).
Instructional problem	See your advisor(s).
Transfers	See your Student Services.
Counseling	See the Student Services/Admissions Office
Records	See the Student Services/Admissions Office
Graduation	See the Student Services/Admissions Office
Financial Aid, VA Affairs	See the Student Services/Financial Aid Office
Job Placement Assistance	See the Student Services/Job Placement Office
New Student Registration	See the Student Services/Admissions Office
Tuition/Refunds	See the Student Services/Admissions Office
Americans With Disabilities	See your instructor, Student Services, or Instructional Services.

STUDENT SAFETY

Students in shops and labs will be instructed as to the safe operation of tools and equipment. Where required, protective clothing, glasses, hood, and mask are to be worn.

Accidents & Illnesses

All accidents must be reported to the instructor in the area. Students who are injured or become ill should seek first aid from their instructors. Those in need of other medical treatment will be referred to a physician or emergency treatment center.

Accident Insurance

The school requires all students to be covered by accident insurance. Student coverage is provided through a student activity fee that is charged each quarter. The cost of medical treatment, transportation, and related expenses not covered by the insurance will be the responsibility of the student.

Closing School For Weather

When weather is severe, students must decide whether driving conditions are safe enough for them to attend classes. Students will be considered absent, however, if they cannot attend and are responsible for making up any work missed. The decision to close the school due to weather will be made by the President and announced on local radio stations. If in doubt, call the school to find out when classes will be held. The number is (706) 295-6963.

ACADEMIC INFORMATION

Advisement

An advisement program is conducted for new students each quarter. Refer to the school calendar in the Student Handbook for advisement/new student registration dates.

The Handbook is provided to all students to acquaint them with the school. It is the student's responsibility to become familiar with the contents of this handbook.

Student Records

Permanent records on each student are kept in the Student Services Office. Upon written request, students are allowed to inspect their records and challenge any information deemed to be misleading or inaccurate.

This record will not be released to others, except where permitted by law, without the written consent of the student or the student's parent or guardian when the student is less than 18 years of age. *See page 19 for details.*

Changes In Name Or Address

Students must notify the Student Services Office of any changes in name or address.

Work Ethics Grades

An important area of student development is work ethics or good work habits - such as punctuality, dependability, initiative, integrity, attitude and attendance. In order to aid in development of work ethics, the student is given a work ethics grade in each course along with his/her course grade. *The work ethics grade is a no-credit grade but is recorded on the student's permanent grade record.*

Satisfactory Progress

Letter grades are posted to the student's record except in those cases where the symbols IP, INC, WP, WF, and WD are used to indicate that a course was not completed during the grading period. For the purpose of calculating a grade point average, the following point values shall be assigned for these letters.

A - 4	IP - Not Computed
B - 3	INC - Not Computed
C - 2	WP - Not Computed
D - 1	WD - Not Computed
F - 0	WF - Computed as O

An INC or IP symbol that is not replaced by a letter grade during the grading period that follows, will result in the substitution of a grade of Failure (F) on the student's permanent record for courses with such symbols.

The Grading System

Class participation, tests, and final exams are the major factors contributing to a student's grade. You should receive a syllabus which explains the requirements of the course and how grades will be determined.

90-100	A	INC	Incomplete
80-89	B	IP	Class in Progress
70-79	C	WP	Withdrew Passing
65-69	D	WF	Withdrew Failing
0-65	F	WD	Withdrew on or before mid-point of the quarter
		AU	Audited Course

Academic Status

A Quarterly Grade Point Average (GPA) will be calculated at the end of the quarter based on the letter grades A, B, C, D, or F and the credit hours attempted and passed. The following policies will establish academic status:

- Satisfactory Progress** - A quarterly GPA of 2.0 or higher
- Probationary Status** - A quarterly GPA below 2.0 will place the student on academic probation.
- Suspension** - A student on probation who fails to attain a quarterly GPA of 2.0 while on probation is subject to a quarter's suspension.
- President's List** - A quarterly GPA of 4.0 with a course load of at least 6 credit hours will place a student on the President's List for that quarter.
- Director's List** - A quarterly GPA of 3.5 to 3.9 with a course load of at least 6 credit hours will place a student on the Director's List for that quarter.

Course Transfer Or Exemption

Courses taken outside the Georgia Technical and Adult Education system are selectively accepted for transfer on the basis of similarity in competency areas as determined by the relevant program faculty and admission officers. Advanced standing in or exemption from a course may be available by testing. Check with the individual instructor or advisor. Transfers from other technical schools or colleges must be in good standing with that institution.

Late Registration

Except for programs offering individualized instruction, day students may not enroll after the first three days of classes. Evening students may not enroll after the first week of the quarter. Students who enter classes late may be required to make up the work that was missed. A late charge fee will be assessed after the last registration date for returning students.

Schedule Changes

During the first three days of day school and the first week of evening school, students may make changes in their class schedules without academic penalty. All schedule changes should be initiated with your advisor/instructor, properly recorded, and approved by Instructional Services.

Program Transfers

Students who wish to transfer to another program at CVT must complete a *Request for Transfer* form and have it approved by the proper school personnel.

- Students who wish to transfer from day to night or vice-versa must complete a *Request for Transfer* form and have it approved by the proper school personnel. Transfers in this category will affect financial aid and VA recipients due to a change in the hours attended.
- Transfers are approved if you provide a satisfactory reason, have the necessary qualifications, and there is an opening in the program to which you have applied to transfer.

Dropping A Class or Classes

Withdrawal from a class will result in one of the following symbols being reported on your record:

WP - Withdrew Passing

WF - Withdrew Failing

WD - Withdrew on or before mid-point of the quarter

See Satisfactory Progress to discover how these symbols will affect your grade average. See Veterans Attendance to see how eligibility is affected. A student should complete a Drop/Add form which is available in the Student Services Office. The last day on which a student may officially drop a class is the 40th day of the quarter.

Withdrawal From School

Students withdrawing from school must fill out *an official withdrawal form*. *The official withdrawal form may be obtained from the Office of Student Services*. Students who withdraw are classified in good standing or not in good standing.

Students who withdraw while not in good standing are subject to restrictions on their re-admission. These restrictions always involve probation and are generally imposed prior to withdrawal by the student. Refer to the refund policy in this handbook.

Abandoning Course Work

A student who discontinues attendance or registers and fails to attend a course and does not complete an official withdrawal form will be considered actively enrolled through the ending date for the course. Abandoning a course instead of following the official withdrawal procedure will result in a grade of F at the end of the course.

Attendance Policy

Students are expected and encouraged to attend each scheduled class. Requirement for class attendance will be stated in the course syllabus prepared by the instructor and distributed during the first week of class. Absences and tardies will become a part of the student's record through the work ethics grade. It is recognized that there may be times when a student will be unable to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the completion of work missed. All make-up work will be at the discretion of the instructor.

Because regular attendance is sometimes a critical factor when an employer reviews a student's record, such records may be amended to reflect make-up work and /or reasons for excessive absenteeism.

Attendance By Veterans

Educational institutions are required to report promptly the entrance, re-entrance, or change in hours of credit or attendance for each veteran or eligible person. This regulation makes it mandatory that the veteran notify the school of any change in attendance status. Any overpayment to a veteran resulting from failure to report changes in attendance will be re-paid by the veteran.

Otherwise, the attendance policy for students receiving VA benefits is the same as that for all other students.

Notice of change in student status must be reported to the Department of Veterans Affairs by the financial aid office.

GRADUATION REQUIREMENTS

High School Diploma/GED Policy

Students *will not* be allowed to graduate and receive a diploma from any diploma program offered by CVT until they have first earned a high school diploma or GED certificate. This policy was approved by the CVT Board of Directors effective July 1, 1989.

In order to receive a CVT diploma, a student cannot transfer more than 50% of the required course work from another school.

Graduation Exercises

Coosa Valley Tech holds graduation exercises quarterly. Students planning to graduate are required to complete an *Application for Graduation* form prior to the published deadline for application for graduation. This form is available from the Student Services or Instructional Services Office.

A Graduation Fee of \$20 must be paid at the time this form is completed. This fee covers the cost of cap/gown and associated graduation expenses.

NOTE: Official proof of graduation is the student's permanent record. This is available from the Student Services Office.

CONDUCT IRREGULARITY

A student is subject to disciplinary action by the school which may include **suspension or expulsion** for commission of any of the following violations on the property of Coosa Valley Technical Institute or at any function authorized, sponsored or conducted by Coosa Valley Technical Institute.

- | | |
|---------------------------------|---|
| Alcoholic Beverages | Possession, consumption, or furnishing of alcoholic beverages on CVT property is prohibited. |
| Damage to Property | Malicious damage or destruction of property belonging to CVT or to a member of, or visitor to, CVT community is prohibited. |
| Dishonesty | Academic integrity is a necessary part of the learning experience. Academic dishonesty, cheating, plagiarism, copying or tampering with computer files or programs and providing false information to the institution will subject the student to disciplinary action, including suspension or expulsion. |
| Disorderly Assembly | <ol style="list-style-type: none">1. No person shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion which interferes with the normal educational process and operation of CVT.2. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of CVT facilities, or prevent normal operation.3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. |
| Disorderly Conduct | <ol style="list-style-type: none">1. Behavior which disturbs the academic pursuits, or infringes upon the privacy, rights, or privileges of other persons is prohibited.2a. No person shall push, strike, physically assault or threaten any member of the faculty, staff, student body, or any visitor. Nor shall any person or persons harass or attempt to harass by banter, ridicule, criticism, humiliation, or any other unreasonable physical or mental technique any other member of the CVT community, individually or collectively.2b. No member of the CVT community may sexually harass another.3. Drunken misbehavior on or in CVT property or functions sponsored by CVT or any recognized CVT organization is prohibited. |
| Falsification of Records | <ol style="list-style-type: none">1. Each person must complete any CVT record honestly.2. No person shall alter, counterfeit, forge or cause to be altered, counterfeited or forged any record, form, or document used by Coosa Valley Technical Institute. |

Drugs and Narcotics

1. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on CVT property or at CVT sponsored events.
2. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Drugs

This statement is designed to emphasize, in fairness to all members of the CVT community, the serious and/or dangerous consequences resulting from the illegal use, possession or distribution of marijuana, LSD or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates and tranquilizers, which are sometimes prescribed for medical purposes.

While there is admittedly much controversy as to whether or not marijuana should be classified as a narcotic or dangerous drug, the fact remains that the possession or transfer (including gifts) of marijuana, LSD and other mind-altering drugs is illegal under both federal and state laws. And, although the laws may have been modified on charges of possession of minute amounts, most first offenses are felonies and punishable by incarceration of from two to ten years, fines up to \$2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony punishable by imprisonment for a period of not less than ten years, with possible life sentence at the discretion of the judge.

Furthermore, it should be noted that agents of the federal and state government are engaged in intensive and thorough investigations on a continuing basis throughout the state. The law requires that when a felony is committed the civil authorities shall handle the situation rather than the CVT authorities. CVT must and will fully cooperate and work with the civil authorities; technically the law would say that failure to do so would involve compounding a felony.

Drugs, continued

Recent state and federal legal action makes it clear that CVT has an important role to play in creating a drug free campus. It is hoped that this statement will help our students and the entire CVT community recognize the implications of full accountability and responsibility for their actions. Not only are the legal risks grave, but there are extremely dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. CVT, through its Office of Student Services and Office of Instructional Services, are prepared to offer information and assistance with any drug or alcohol related problems.

We must have a drug free environment.

Gender Harassment

Sexual harassment of employees or students in the Georgia Department of Technical and Adult Education is prohibited by Federal law. An offender is subject to dismissal or other sanctions after compliance with procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of such conduct directly affects employment, continued employment, or academic standing, or offensive working or academic environment. Copies of the Board of Technical and Adult Education Policies and Procedures Statement on Sexual Harassment are available in Administrative Services.

Discrimination Complaints

Students should report any incident where there is reason to believe that they are victims of discrimination in the areas listed above. Students should also report incidents of sexual harassment whether perpetrated by a fellow student or an employee of the school.

Complaints should be reported to:

Charles Rice, Title IX Equity Coordinator, Student Services.

David Cox, Special Needs, Instructional Services

Joe Knighten - Americans With Disabilities Act. Instructional Services

Disciplinary Appeal

Students have the right to appeal any action of the school which seeks to discipline their behavior or restrict their participation in ordinary school activities. All appeals should be directed to the Vice President for Instruction and Student Services. All appeals must be submitted in writing stating the reason for the appeal and the remedies sought.

Penalties need not be postponed pending the appeal process.

SCHOOL EXPENSES

TUITION & FEES - In addition to the \$15 application fee Coosa Valley Technical Institute charges the following tuition and fees, payable quarterly:

- Registration Fee:** \$5 a quarter for diploma and continuing education classes.
- Activity Fee:** \$15 a quarter for 12 or more hours;
\$7.50 a quarter for less than 12 hours.
- Late Fee:** \$10 assessed to all scheduled students after the last registration date.
- Tuition:** \$252 for full-time which is 12 quarter hours or more.
Less than full-time \$21 per quarter hour.
- Graduation:** \$20 when completing your application for graduation.
- Note:** Tuition and Fees are subject to change without notice.

Out-Of-State Charges

(Does not apply to residents of Alabama)

Non-residents pay double tuition. Non-residents (except from Alabama) are those who have not lived in Georgia continuously for the twelve months preceding registration for classes at Coosa Valley Tech.

Senior Citizens

Georgia residents 62 years of age and older do not pay tuition for diploma courses.

Insurance

- Accidents** The school requires all students to be covered by accident insurance. Coverage is provided through a student activity fee that is charged each quarter. The cost of medical treatment, transportation, and related expenses not covered by the insurance will be the responsibility of the student.
- Liability** All allied health students are required to obtain professional and personal liability insurance for coverage in the internship/clinical education and training areas which are a required part of each of these programs. Coverage is provided by a nominal fee assessed to the student during registration for course work that begins clinical orintemship training.

Refund Policy

Refunds - All tuition and fees, excluding registration and application, shall be refunded to an applicant or a financial aid source if a student formally withdraws prior to the first day of class of any quarter. Seventy-five percent (75%) of tuition will be refunded to the student or the financial aid source if a student formally withdraws within 7 consecutive calendar days from the first day of the quarter.

Procedure - To a copy of the withdrawal form, attach this form and a copy of the payment receipt and present same to the school's accounting office. Refunds will not be made if there is previous indebtedness to the school or if the request does not follow correct procedure.

FINANCIAL AID

Applicant must be a U.S. citizens or permanent resident in the process of becoming a U.S. citizen. Students who have attended schools beyond high school must provide CVT with a financial aid transcript from the last school attended - even if they did not receive financial aid.

Who To See For Help With Financial Aid

The financial aid officer is Mrs. Tresa Duck. The financial aid office is in the Office of Student Services and is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. You are advised to call for an appointment. The telephone number is (706) 295-6942. In-house students are encouraged to make appointments.

SOURCES OF AID

Pell Grant

Awards approximately \$1,000 per year and does not require repayment if minimum attendance requirement is met. Not available to those with a Bachelor's Degree. The amount of award is based on need. Payment is to the student quarterly. Processing Time: 4 to 6 weeks are necessary to determine eligibility. Should apply at least three (3) weeks prior to beginning of quarter for processing payment. Payment for fees and books is in the form of a credit, the remainder in a check disbursed at the end of the quarter.

HOPE Grant

HOPE (Helping Outstanding Pupils Educationally) provides financial assistance to students attending Georgia institutions of higher learning. The HOPE Program is funded by the Georgia Lottery for Education. Students seeking a diploma or certificate at a Georgia public technical institute will have the cost of tuition and all mandatory fees covered to the extent they are not covered by Pell Grant or other federal grants. Additionally, awards of \$50 to \$100 are made quarterly to cover cost of books.

Gender Equity Scholarship

Assists a limited number of students entering full-time study in programs where more than 75% of the students are of the opposite gender. Assistance provided by grant funds which are subject to annual renewal.

J.T.P.A. (Job Training Partnership Act)

Job Training Partnership Act grants provide financial assistance and other services for eligible students during their last four quarters in diploma programs. JTPA eligible students generally include those who have very low household income, those who have lost jobs due to business closings or down-sizing, and those who have been unemployed for 15 or more weeks.

JTPA pays for all tuition, fees and required books, tool and supplies. Additionally, JTPA gives a weekly payment to help cover meals, transportation and child care.

Most JTPA assistance can be given in addition to Pell and HOPE awards. See Mrs. Lucy Hale in Students Services for more information.

Georgia Incentive Grant

Awards up to \$450 per year and does not require repayment. Georgia residents only. Based on need. Student must be enrolled in a diploma program and maintain satisfactory progress.

Other Aid

Eligible veterans and their dependents may use VA benefits.

Vocational Rehabilitation will sponsor certain students with handicapping conditions.

THE LIVE WORK POLICY

Instructors are encouraged to keep programs of instruction up-to-date by incorporating current business and industrial practices, procedures, and equipment into their curriculums. One of the methods for achieving this objective is to accept live-work project, as class activities. These projects are selected using the following criteria:

1. The project must fit into the instructional program as a learning experience.
2. The instructor, with the approval of the Vice President of Instruction, may accept or reject the live-work project.
3. The owner of any item used in a live-work project must sign forms releasing the school, its employees, students, and its board members from any liability.
4. The owner of any item used in a live-work project must sign all agreements concerning payment of any costs incurred and the disposition of the item should the terms of the agreement not be met.
5. Live-work projects should be accepted in the following priority order:
 - a. Owned by Coosa Valley Tech.
 - b. Owned by CVT students in the same program doing the work.
 - c. Owned by CVT instructors and staff.
 - d. Owned by CVT students outside the programs doing the work.
 - e. Owned by other governmental agencies.
 - f. Owned by charitable agencies and civic organizations.
 - g. Owned by selected members of the general public whose project will enhance the training program.

Live Work Policy Continued:

Departments accepting live-work will charge a shop fee to cover equipment usage and overhead costs. This fee schedule is available from the business office. All fees are to be agreed upon before the project is accepted.

Individuals requesting live-work to be done off-campus will be required to purchase all materials and have them delivered to the work site. Only emergency purchases may be made through the school, and these must be paid when the school receives the billing.

Off-campus projects requiring the use of school or student vehicles to transport personnel or materials will require payment of \$.25 per mile (per vehicle) for travel to and from the work site. This charge is due at the end of each month while work is continuing.

All monies due the school for on-campus live-work must be paid upon completion of the project and before the item is picked up.

All monies due the school for off-campus projects must be paid when completed except for transportation costs to be paid on a schedule agreed to before the project begins.

STUDENT SERVICES

Students are encouraged to use the services of specialists who offer free assistance in dealing with student problems. The following services are available from 8:00 a.m. to 4:00 p.m. and are located in the Admissions/Health Occupations Building.

Financial Aid

An expert on financial aid programs will be available to assist you in qualifying for grants.

Counseling

Guidance counselors are available to assist you in coping with school or personal problems.

Job Placement

An experienced placement officer is available to assist you in applying for full- or part-time employment.

Testing & Assessment

Admission testing is available through the Office of Student Services. Aptitude and abilities testing may be arranged by special request.

Student Records

Requests for transcripts or other student records should be made to the Office of Student Services.

RELEASE OF DIRECTORY INFORMATION

Coosa Valley Technical Institute, in compliance with the Family Educational Rights and Privacy Act of 1974 as amended concerning student records, will release the following directory information without the consent of the student:

- Name
- Address
- Date of Birth
- Program of Study
- Dates of Attendance

Any student or parent who objects to the release of directory information may file an objection in writing with the Student Services Office. Such objection should clearly state what directory information should not be released.

STUDENT RIGHT TO KNOW

Enrollment and Placement Data • Crime on Campus

Determining The Follow-up Group

To comply with federal regulations, the following information is provided to all persons seeking enrollment at Coosa Valley Technical Institute as of July 1, 1994.

The data is derived from a small portion of the 1992 summer/fall full-time enrollment and includes only those persons identified as being in attendance at a postsecondary school for the first time.

Most of those enrolled in this study will have had sufficient time in which to have completed their program of study prior to the July, 1994 publication date.

Graduation and Placement Data

Two hundred sixty one full-time Coosa Valley Tech students, identified as enrolling for the first time in any post-secondary school, began classes in either the summer or fall quarters of 1992 and could be expected to have completed their studies by July 1994. Of this number:

- 17 remain actively enrolled as of publication date
- 99 completed all requirements for graduation
- 27 completed more than half of the course work in their program
- 118 completed less than one-half of the course work in their program

The completion (graduation) rate for the 144 students who had the opportunity to complete their studies was 41%.

The placement data for graduates and eligible leavers was as follows:

- Graduates: 98% For the 99 graduates, 97 were positive placements.
- All Leavers: 53% For the 145 leavers, 13 were reported as not available for placement. For the 132 remaining leavers, 70 were positive placements.

Completion rates and placement percentages are available for individual programs of study upon request from the Office of Student Services.

CAMPUS SECURITY

A report of crime on campus in 1993-94

Murder: 0	Aggravated Assault: 0	Liquor Law Violations: 0
Rape: 0	Burglary: 0	Drug Abuse Violations: 0
Robbery: 0	Motor Vehicle Theft: 2	Weapons Possessions: 0