



William R Moore College of Technology
Memphis, TN

**Consumer Information
And
Other Important Information**

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2017-2018

William R Moore College of Technology
Memphis, TN

**ANNUAL SECURITY REPORT AND
CAMPUS SAFETY**

2016 TOTAL OCCURRENCES ON CAMPUS STATISTICS

ARRESTS - ON-CAMPUS	2014	2015	2016
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
CRIMINAL OFFENSES - ON-CAMPUS	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
VAWA- Domestic Violence	0	0	0
VAWA- Dating Violence	0	0	0
VAWA- Stalking	0	0	0
Robbery	0	0	1
Aggravated assault	0	0	0
Burglary	0	0	2
Motor vehicle theft	0	0	0
Arson	0	0	0

2016 TOTAL OCCURRENCES PUBLIC ADJACENT PROPERTY STATISTICS

ARRESTS – PUBLIC PROPERTY	2014	2015	2016
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

CRIMINAL OFFENSES – PUBLIC PROPERTY	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
VAWA- Domestic Violence	0	0	0
VAWA- Dating Violence	0	0	0
VAWA- Stalking	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

William R. Moore College of Technology

CRIME LOG POSTING

Date of Crime	Time Of Crime	Type of Crime	Details	Date & Time Reported To Police	Date & Time Posted	Follow Up
Dec 2017	8 a.m.	Attempted Robbery	Hill Services employee Threatened in parking lot during non-school hours. No one injured. Employee had gun to protect themselves.	NA	NA	NA
2017	After Hours	Burglary	Theft of Air Cond Copper from outside Welding Building	NA	NA	NA
2017	After Hours	Burglary	Theft of Air Cond Copper from outside Welding Building	NA	NA	NA

Calendar Year 01-01-16 to 12-31-16

William R Moore College of Technology
Memphis, TN

Retention Rates

OVERALL RETENTION RATES

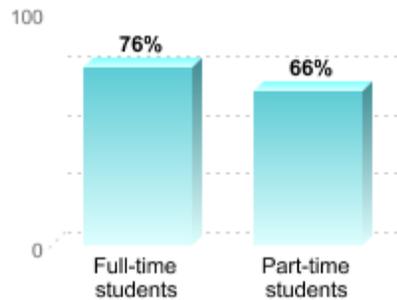
FULL-TIME DAY STUDENTS 76%

PART-TIME - NIGHT STUDENTS 66%

FIRST-TO-SECOND YEAR RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

RETENTION RATES FOR FIRST-TIME STUDENTS



Percentage of Students Who Began Their Studies in Fall 2015 and Returned in Fall 2016

OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

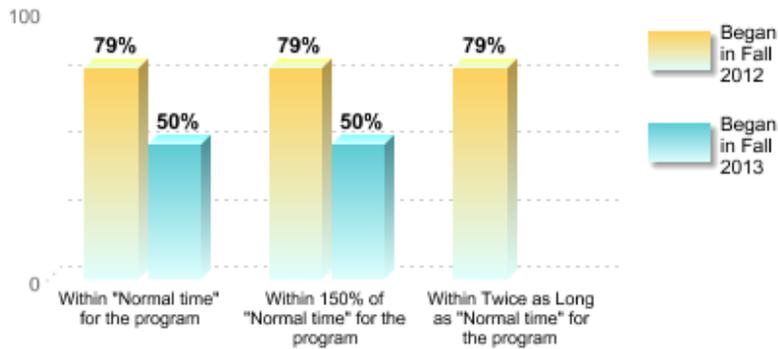
Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. **At this institution, 29 percent of entering students were counted as "full-time, first-time" in 2016.**

Graduation Rates

Overall Graduation Rate 79%

GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN FALL 2012 OR FALL 2013, BY TIME TO COMPLETION



Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time

- *These rates are based on full-time first-time students starting in the Fall 2013 Trimester. We start students every trimester and we also have a large number of part-time students working on certificate programs that are not included in these figures. Our college has a record of high placement rates for those who graduate. Graduation rates depend a lot on the student's performance.*

Placement Rate 95%

Gainful Employment (Placement) Information 2015-2016
Occupation Names and **SOC Codes** by the U.S. Department of Labor
 Visit the O*NET link or go to the Dept. of Labor resource center at <http://www.onetcenter.org>
 to view the employment outlook for each program using the SOC Codes shown below.

School Year	Program	Related Occupations	SOC Code	Placement %
2015-2016	Air Conditioning, Refrigeration, & Heating	Heating, air Conditioning,, and Refrigeration Mechanics and Installers	49-9021.01	94.0%
2015-2016	Industrial Electricity & Plant Maintenance	Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00	89%
2015-2016	Machine Shop	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	51-4081.00	100%
2015-2016	Maintenance Technology	Maintenance and Repair Workers, General	49-9042.00	100%
2015-2016	Plumbing	Plumbers	47-2152.02	100%
2015-2016	Welding	Welders, Cutters, and Welder Fitters	51-4121.06	93%
				Overall 95%

William R. Moore College of Technology
Memphis, TN

Alcohol and Other Drug (AOD) Abuse Prevention Program

NOTICE TO Students and Employees

William R. Moore College of Technology has established an Alcohol and Other Drug (AOD) Abuse Prevention Program. The AOD program consists the following; Institutional Policy, Rules of Student conduct. Listing of local counseling, Rehabilitation and assistance programs, Health Warning, Legal Sanctions, notice of Institutional biennial review, and Drug Conviction & Title IV Financial Aid Eligibility.

General Warning re. DRUG and or ALCOHOL USE on Campus

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. Drug and Alcohol use impairs the ability of the employee and student to make safe decisions in the shop environment. Drug or alcohol abuse or being under the influence of drugs or alcohol in any form while on campus may be grounds for termination of employment re. employees and end of enrollment and or other legal action for students.

THIS INSTITUTION HAS A POLICY OF MAINTAINING an ALCOHOL and OTHER DRUG (AOD) FREE LEARNING ENVIRONMENT

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

William R. Moore College of Technology, 1200 Poplar Ave. Memphis, TN. or, any teaching site, or any "off-site" location (i.e. field trips, college related luncheons, off campus meetings, etc.) where the activities are in any way related to the institution.

Procedures for distribution to students and employees

WRMCOT distributes the AOD program to all students and employees annually along with the Annual Security Report (ASR) and other Consumer Information.

New students and new employees are presented the AOD program and sign a document attesting to their being in receipt of and understanding same.

LISTING OF THE AVAILABLE LOCAL ALCOHOL and OTHER DRUG COUNSELING, REHABILITATION AND ASSISTANCE PROGRAMS:

1. **Memphis Alcohol and Drug Council (free referral service) 1870 Union Ave., Memphis, TN 38104, 901-274-0056**
2. **Harbor House Alcohol and Drug Rehabilitation Center 1979 Alcy Rd. Memphis, TN 38114, 901-743-1836**
3. **Memphis Recovery Center 219 N. Montgomery St. Memphis, TN 38104, 901-272-7751**
4. **Narcotics Anonymous, Memphis, TN 276-5483**
5. **Alcoholics Anonymous, 1835 Union Ave., #302, Memphis, TN 38104, 901-726-6750**

RESULTS OF NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE policy.

Non-compliance with the AOD program will result in the following action or actions being taken by this institution. 1. The student could lose Title IV financial aid or 2. the student could be terminated from enrollment. Each offence is reviewed to determine if the student had violated the rules of eligibility for Title IV aid. See *Drug Conviction and Financial Aid Eligibility* below.

Health Issues Related to Alcohol and Other Drug Abuse

Alcohol

Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, and loss of memory and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

Cannabis (Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Longterm use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

Inhalants (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing

of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

Cocaine (Crack)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Stimulants (Amphetamines, Methamphetamines, Crank, Ice)

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

Depressants (Barbituates, Methaqualone, Tranquilizers)

Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.

Hallucinogens (PCP, LSD, Mescaline, Peyote, Psilocybin)

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Narcotics (Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce

respiratory depression, clammy skin, convulsions, coma and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

Designer Drugs (Analogues of Fenetyl, Analogues of Meperidine, MDMA, Ecstasy Analogues of PCP) Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogues can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analogues of PCP cause illusions, hallucinations, and impaired perception.

Anabolic Steroids

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardio-vascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as "roid rage", and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

LEGAL SANCTIONS
FEDERAL PENALTIES and SANCTIONS

PENALTIES

PENALTIES

Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense :	5 kgs or more mixture	First Offense :
Cocaine Base (Schedule II)	28-279 gms mixture	Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual	280 gms or more mixture	Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	Second Offense : Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual	100 gms or more mixture	Second Offense : Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	2 or More Prior Offenses: Life imprisonment
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense : Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
		Second Offense : Not more than 30 yrs. If death or serious injury, not more than 15 yrs. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	First Offense : Not more than 10 years. If death or serious injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		

		Second Offense : Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual
All other Schedule IV drugs	Any amount	First Offense : Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 1 gm	Second Offense : Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense : Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.
		Second Offense : Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE*
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life	Not less than 20 years, not more than life
		If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
		Fine not more than \$4 million if an individual, \$10 million if other than an individual	Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years	Not less than 10 years, not more than life
		If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
		Fine not more than \$2 million if an individual, \$5 million if other than an individual	Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana (Schedule I)	more than 10 kgs hashish; 50 to 99 kg mixture	Not more than 20 years	Not more than 30 years
		If death or serious injury, not less than 20 years, not	If death or serious injury, mandatory life

		more than life	
	more than 1 kg of hashish oil; 50 to 99 plants	Fine \$1 million if an individual, \$5 million if other than an individual	Fine \$2 million if an individual, \$10 million if other than individual
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	Not more than 5 years	Not more than 10 years
		Fine not more than \$250,000, \$1 million other than individual	Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

STATE and LOCAL PENALTIES and SANCTIONS for ILLEGAL POSSESSION of a CONTROLLED SUBSTANCE or ALCOHOL:

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

Alcohol

State of Tennessee: Penalties and Sanctions for Illegal Possession of a Controlled Substance.

Blood Alcohol Level of .08

1st Offense: Imprisonment for 48 hours and not more than 1 year and/or \$350-\$1,500 fine; suspension of license at least 1 year.

2nd Offense: Imprisonment for 45 days and not more than 1 year and/or fine of \$600-\$3,500; 2 year license revocation.

Drugs

Simple possession or causal exchange: up to 1 year in jail and \$2500 in fines for 1st offense; 1-6 years in jail and up to \$3000 in fines for 2nd offense.

Felony drug charges; 8-30 years in prison and up to \$100,000 in fines.

Drug Conviction and Financial Aid Eligibility

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal TEACH Grants, Federal Work Study, and Perkins Loans.

Penalties for Drug Convictions

Possession of Illegal Drugs:

- First Offense: 1 year from the date of conviction
- Second Offense: 2 years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs:

- First Offense: 2 years from the date of conviction
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

How to Regain Eligibility

A student can regain eligibility for federal student aid funds by successfully completing a drug rehabilitation program. To be sufficient to reinstate financial aid eligibility, the program must include at least 2 unannounced drug tests AND satisfy at least one of the following requirements:

- be qualified to receive payment directly or indirectly from a federally or state licensed insurance company.
- be qualified to receive funds directly or indirectly from a federal, state, or local governmental program.
- be administered or recognized by a federal, state or local government agency or court.
- be administered or recognized by a federally – or state licensed hospital, health clinic, or medical doctor.

A student will regain eligibility on the date of successfully completing the program.

William R. Moore College of Technology

VIOLENCE AGAINST WOMEN ACT - Program, Training, and Resource Guide

Sexual Violence which includes sexual assault, sexual battery, sexual coercion, rape, stalking, etc. are all forms of sexual harassment. The college prohibits any sexual misconduct and any incidents should be reported. Please familiarize with this information which is also posted on the Moore Tech Web Site.

LEARN ABOUT VIOLENCE AGAINST WOMEN

Relationship Violence

Relationship violence is a broad term used to describe violent and controlling behavior by a person who is currently with or was previously with the victim. Relationship violence includes those who are married or dating and those who may share a child in common. It happens just as much in straight relationships as it does in same sex relationships.

Relationship violence may include any of the following: threatened or actual physical injury, psychological and emotional abuse, sexual assault, economic control and social isolation.

The behaviors listed below may be present at any time during the relationship and may vary in degree or intensity. It is important to note that not all of these behaviors need be present for it to be an abusive relationship. An abusive partner may exhibit one or all of these characteristics.

- **Emotional Abuse:** A pattern of behavior that diminishes or destroys a person's sense of self-worth and self-esteem. Emotional abuse includes jealous behavior, ignoring feelings, belittling values, restricting social activities with others, and withholding love, approval, and affection.
- **Verbal abuse:** Using words to injure another person. This includes name calling, insults, threats of physical and/or sexual violence, threats of self-harm and/or suicide, humiliation, intimidation, and exaggerated criticism for mistakes.
- **Sexual abuse:** Includes any forcible sexual activity that occurs without consent. This can range from unwanted touching to forcible penetration. Sexual abuse also includes verbal criticism of one's body.
- **Physical abuse:** Includes any behavior that causes or threatens bodily harm. Some examples are hitting, slapping, grabbing, breaking things, or threatening to do any of the above.

How do I Recognize a Violent Relationship?

Does the Person You Are Involved With Exhibit a Pattern of These Behaviors?

- Gets jealous easily
- Criticize your behavior
- Insist on making all the decisions
- Tries to control what you wear or who you spend your time with
- Threatens to "out" you
- Insults or humiliates you
- Turns everything around on you or makes you feel crazy
- Checks up on where you have been or insists that you "check in" while you're out

Has your partner ever:

- Shoved, pushed, slapped, kicked, punched, pinched, bit, or physically intimidated you?
- Demanded or insisted that you have sex or pressured you into sex when you did not want to?
- Threaten bodily harm or threaten to kill you or those around you?
- Threatened to commit suicide?
- Thrown or broken objects?

- Stopped you from leaving or calling for help?

Cycle of Abuse in Relationships

Abuse in relationships can follow a cyclical pattern. There are times when abusive behavior happens only once, but unfortunately this is not the case in most abusive relationships. Violent behavior typically repeats throughout the cycle. Keep in mind that not all of the victim/abuser behaviors listed below always occur, they are just some examples of commonly reported reactions.

Stage 1: Tension building: The abuser may become edgy and start to react more negatively to frustrations. The tension may rise to a point where the abuser feels that he/she has lost control over the behavior/actions of the victim.

- **Possible abuser reactions:** moody; withdraws affection; criticizes and puts victim down; threatens; yells.
- **Possible victim reactions:** attempts to calm abuser; nurtures; withdraws from daily activities; feelings of walking on eggshells.

Stage 2: Acute explosion: This is often the shortest of the stages because violence most always occurs at this point. The abuser may outwardly express more intense anger. Some victims become more emotionally detached because becoming emotional with the abuser could be more likely to trigger violence. It typically ends after a violent outburst by the abuser.

- **Possible abuser reactions:** physical violence like hitting, choking, slapping; sexual violence ranging from unwanted touching to forcible rape; emotional violence like humiliation, yelling, name calling, badgering; use of weapons.
- **Possible victim reactions:** attempts to protect self; calling police, family, or friends; tries to calm abuser; tries to reason with abuser; fights back; withdraws.

Stage 3: Honeymoon: This is typically a welcomed stage by both the abuser and the victim. The abuser usually expresses remorse for his/her actions and the victim starts to believe that the abuser can change and stop being abusive. This stage often continues until the abuser begins to feel confident again and starts to feel a loss of control over the victim's behavior. This stage has shown to decrease in length over time and has been shown to in some cases, disappear totally.

- **Possible abuser reactions:** promises to get help; asks for forgiveness; gets gifts for victim; promises love and devotion.
- **Possible victim reactions:** agrees to stay; sets up counseling; feels happy and hopeful.

Healthy vs. Unhealthy Relationships

Relationships should be a source of mutual respect, support and companionship. Unfortunately, not every relationship is based on these principles. Take a look below at these examples of healthy and *un*healthy relationships and see where your relationship lies.

Healthy Relationships Involve:

Communication:

- The sharing of thoughts and ideas
- Being a good listener
- Using respectful language and gestures even when in disagreement

Trust:

- Being honest with, and accountable to, your partner
- Being dependable
- Believing your partner

Connection:

- Having support from friends and family
- Being able to rely on other people besides your partner for needs

Balance:

- Having equal decision-making power with your partner
- Being able to both "give" and "take" in your relationship

Safety:

- Having a partner who is emotionally supportive and encourage
- Having a partner and being in a relationship that is *peaceful*

Unhealthy Relationships Involve:

**The following examples are "RED FLAGS" for dating violence!!*

Jealousy:

- Calling partner over and over again
- Getting angry with partner for spending time with other people

Emotional Abuse and Victim Blaming:

- Using derogatory language to describe partner
- Constantly finding fault with partner
- Making partner feel bad about herself/himself

Isolation:

- Making partner "pay" for spending time with other people
- Persuading partner into giving up activities that she/he enjoys
- Making all of the decisions in the relationship

Coercion:

- Ignoring partners wishes or needs
- Manipulating or forcing partner into doing something against his/her will

Physical and Sexual Abuse:

- Grabbing or pushing partner
- Throwing or breaking objects
- Forcing partner to engage in sex or sexual activity

**The above information regarding Relationship Violence was adapted from the following resources: Stop Abuse at Virginia Tech site: www.stopabuse.vt.edu and from the Red Flag Campaign; www.theredflagcampaign.org.*

***The Cycle of Abuse information is adapted from Walker, L. (1980) *The Battered Woman* and a brochure titled "Dating Violence" from Sexual Assault Services and Crime Victim Assistance, Rutgers University*

Sexual Assault

Sexual Assault is a broad term that covers any coerced or forced sexual activity against a victim without his or her consent OR sexual contact with a person who is unable to give consent (e.g., a person who is under the influence of alcohol or drugs or "passed out" or asleep). SEXUAL ASSAULT IS NOT ABOUT SEX. It is about asserting power over a victim and it includes--but is not limited to--the following:

- Unwanted kissing and fondling, forcible vaginal, oral, or anal intercourse, forcible vaginal, oral or anal penetration with an object or a finger
- Sexual Assault happens to both men and women
- Sexual Assault can happen between members of the opposite sex or the same sex
- It may include alcohol, date rape drugs or other substances
- Most sexual assault victims know the perpetrator. That person may be the victim's best friend, lover, partner, date, family member, neighbor, teacher, employer, doctor, classmate, boyfriend, girlfriend, husband or wife or casual acquaintance.

Common Reactions to Sexual Assault

Traumatic experiences affect everyone in different ways. There is no "right" or "wrong" reaction to sexual assault. Below are a few *possible* reactions to sexual assault.

Physical

- Pain
- Headaches
- Stomach Aches
- Exhaustion
- Hyperactivity
- Feeling lethargic
- Loss of Energy
- Loss or increase of appetite
- Change in sleeping pattern
- Physical injury
- Muscular tension
- Sexually transmitted disease
- Pregnancy

Emotional

- Inability to concentrate
- Paranoia
- Fear
- Shock
- Sense of disbelief
- Anger
- Numbness
- Depression
- Anxiety
- Fear of being alone
- Confusion
- Denial
- Embarrassment
- Humiliation
- Powerlessness
- Guilt
- Shame
- Mood swings

- Irritability
- Hopelessness
- Despair
- Low self-esteem
- Sad
- Vulnerability
- Flashbacks

Mental

- Maybe it was my fault
- What will people think?
- He/She didn't mean it
- Will people blame me?
- Will they reject me?
- Why did this happen to me?
- Am I damaged goods?
- What if I had or hadn't done...?
- He/she owes me an apology
- Why did he/she do this?
- If I forget about it, it will go away
- I want to confront this person
- I am scared to be around this person

Social

- Withdrawal
- Afraid to be alone
- Uncomfortable around other people
- Afraid/nervous in crowds
- Difficulty trusting others
- Hypersensitive when relating to others
- Afraid to leave the house (especially alone)
- Less productive
- Difficult time relaxing
- Disruptions with sexual relations
- Difficulties/apprehension around men, especially if they look like the assailant

*Common Reactions to Sexual Assault adapted from Columbia University Health Services: www.health.columbia.edu

Common Myths about Sexual Assault

Myths are beliefs that are culturally formulated, socially transmitted, and Factually unfounded. Myths about sexual assault deny the violent, hostile, and demeaning nature of these crimes and often shift the blame from the abuser to the victim.

Myth: Sexual assault results from an uncontrollable, impulsive, sexual urge of biological origin.

Fact: Sexual assault is motivated by hostility, power, and control. Clinical studies of offenders find that sexual assaults are not motivated by a biological desire. Unlike animals, humans are capable of controlling how they choose to act on or express sexual urges.

Myth: Sexual assault happens to women who "ask for it" by dressing provocatively.

Fact: Sexual assault is not the result of the way a person dresses or acts. It is the assailant who decides to assault another person.

Myth: When a woman says "no" she means "maybe" or "yes".

Fact: When a woman says "no," she means NO. Sexual intercourse without consent is rape. A person has the right to control her/his own body.

Myth: Most sexual assaults are committed by strangers.

Fact: Most sexual assaults are committed by someone the victim knows.

Myth: Spouses, boyfriends, girlfriends, and partners cannot sexually assault each other.

Fact: Spouses, boyfriends, girlfriends, and partners can and do sexually assault each other. Being in a relationship or marriage does not give either partner the right to have sex without their partner's consent.

** This information was obtained from the Virginia Family Violence and Sexual Assault Hotline. For more information, call their toll free number at 1-800-838-8238.*

Drug Facilitated Sexual Assaults

General Information

"Date rape drugs" are narcotics used to incapacitate someone or get them to the point where forced or non-consensual sexual activity can take place with little resistance. **While alcohol remains the primary drug involved in sexual assaults**, use of drugs such as Rohypnol (roofies), GHB (liquid E), and Ketamine (special K) are becoming increasingly common and pose a serious threat to personal safety.

Date Rape Drugs

- Are often colorless, tasteless, and odorless, and dissolve quickly in drinks
- Are intensified in effect when mixed with alcohol or other drugs
- Have a quick reaction, often within 15 minutes

Warning Signs

- Feeling more intoxicated than usual for the amount you drank, or feeling "woozy" or "out of it"
- Remembering taking a drink but not being able to remember anything afterwards
- Dizziness, nausea, drowsiness, drunk-like effects, blackouts, amnesia
- Having an impression or feeling of having had sex, but not being able to remember the details

Risk Reduction

While there is no guaranteed protection against sexual assault, the following steps can increase your awareness and safety:

- Go to parties, bars, and clubs in groups, and use the buddy system to watch out for each other's safety. Have a plan to leave together, or to check in and let each other know where you are going and with whom
- Only accept mixed or open drinks from the bartender or server
- Don't accept drinks at parties if they are being mixed in large containers
- Always keep your drink with you, and in sight
- Be wary of drinks that are unusually salty, have a strange odor, or have foam or residue on the surface
- If you hear someone "kidding" about date rape drugs, pay attention

If you think you or a friend has been drugged:

- Get to a safe place
- Ask a person you trust to stay with you, or remain by your friend's side, until help comes
- Seek immediate medical attention and tell the examiner anything you remember
- The presence of drugs can sometimes be detected through urine analysis, but this will only be done at the discretion of the District Attorney's office if a police report is filed.

**Drug Facilitated Sexual Assault information adapted from Columbia University Health Services:
www.health.columbia.edu*

Stalking

Stalking is a course of conduct that places a person in reasonable fear for their safety. It is a pattern of threats or harassment that is directed repeatedly toward a specific individual and is experienced as unwelcome, intrusive, or fear inducing. It can include physical appearances of the stalker and harassing behaviors such as sending unwanted letters, phone calls, messages, gifts, and unwanted instant messages, email correspondence or text messages.

While a few victims are picked at random by their stalker, most stalking victims know their stalker, usually having had some type of present or past relationship. The perpetrator can be an intimate partner or former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker's actions can also affect family, friends, and co-workers. Stalking and criminal harassment can be difficult to distinguish.

What Does Stalking Look Like?

Stalking can sometimes be a difficult thing to determine. Not only can this be difficult for law enforcement, but it can be difficult for a victim to determine as well. Take a look at the following scenario:

After having gone out on a date with someone, you decide that person was just not for you and you do not want to see him or her again. That night, however, you receive a phone call from that person. He or She leaves a message letting you know what a wonderful time he or she had with you and asks you to please call back.

You make the decision not to call that person back. The next day you get another phone call and message. Again you decide not to call back. Then you receive a text message, "I've called and left a couple of messages 'PLEASE' call me back."

Ignoring the text message, you leave for your job at the campus book store. While stocking the shelves you see your 'date' asking a co-worker if you are there. Your co-worker tells that person no, but he or she argues with them saying that they "KNOW YOU ARE THERE!"

By this time you feel a little creeped out, but you decide to blow it off. That night as you are sitting in your dorm room, you get another phone message from your 'date', "Hi! I was just walking by your dorm and I see that your lights are on, so I know you are there. Why aren't you returning my phone calls? I don't understand! You NEED to call me!" By now you are very creeped out, but you don't know what to do about it, so you ignore the phone call and go to bed.

The next morning you leave your dorm room and as you walk out of your door you find trash all over the floor and all of your door decorations ripped off and on the ground. You clean it up and go to class. When you get back you have another phone message from your 'date' who is now raging mad, "WHY AREN'T YOU CALLING ME BACK? I THOUGHT WE HAD A GOOD TIME THE OTHER NIGHT. ARE YOU TRYING TO LEAD ME ON? YOU OWE ME AN EXPLANATION. YOU BETTER CALL ME BACK THIS TIME!"

By this time you are not creeped out...you are frightened. You decide to leave campus and as you approach your car you see that your windshield has been broken and there are deep scratches along the side of your car.

AT WHAT POINT DID THIS BECOME STALKING? This can be a difficult thing to determine for many people. For some the stalking began after the first phone call. For others the second; for some when the text messages began or when this person showed up at his or her place of employment; and still for others it began when that person was outside his or her dorm room.

Now, think about that person being someone you know. Would it be more difficult to "see" or believe that that person was stalking you? In cases like these it may be easier for you to justify his or her behavior and ignore what your gut is telling you, but it is important to listen to what your body is telling you--if you feel that something is wrong, then you are probably right.

What to do if you are Being Stalked

Cut Off All Communication with Stalker! If this is a person that you know, or as in the previous scenario, have gone out on a date with--**tell this person once, and only once, that you are not interested in pursuing a relationship and to leave you alone.** Often times a person who finds his or herself in this type of situation will try to stop this behavior by being *nice* or *friendly* hoping that if they just act politely this person will go away. Still others will behave negatively by being cruel, mean, curt or abrasive hoping that this behavior will cause the person to go away. It is important to note that ***no matter what*** your reaction is--friendly or abrasive--***it is still a reaction*** and that is all a stalker is looking for. So, remember, tell that person once and only once that you are not interested and to leave you alone and cut off all contact thereafter.

Tell Someone! It is important that you tell someone if you believe you are being stalked. Share your concerns with a family member, friend, professor, school counselor or law enforcement officer.

Document! Make sure to keep an incident log. Keep track of *any type of contact* (e.g., unwanted phone calls, text messages, emails, Facebook or Myspace contact, letters, cards, gifts, contact through a third party, unannounced visits or sightings of the person, etc.) Write down: the date, time, location, witnesses present, the type of contact, what was said or what happened. This information starts a paper trail and is useful should you decide to involve law enforcement.

Alert Those Around You! If you are being stalked make sure to let those around you know what is happening. Tell your friends, family, neighbors, co-workers, church--even your local video store or pizza delivery place! Ask them not to give out your personal information. This will alert those in your community to what you are experiencing. Those people can help to look out for you by being aware of any strange things happening around your home, place of work, where you do business and even where you shop!

Report this Crime! Call 911 to report this crime. Make sure that whether the police respond or not that your complaint has been logged and request a copy of that report. Put these reports with the rest of your documented paper trail. If you are not comfortable contacting police services on your own call MEMPHIS CRISIS CENTER at (901)274-7477 for 24 hour free and confidential assistance in dealing with this crime. Please also report any crime on campus as soon as possible to Chief Administrative Officer or their designee.

Consider Pressing Charges or Getting an Order of Protection!

Other Steps You Can Take

- Try not to walk alone.
- Know your surroundings.
- Choose different routes to school, work or other routine places you frequent.
- Park in well-lit areas.
- Check the front and back seats of your vehicle before getting in.
- Make sure to lock your car and house doors.
- Change the locks to your home.

How to Report Sex Offenses

Sex offenses may be reported by contacting the Memphis Police Department (901)528-2222, 911, the Memphis Sexual Assault Resource Center (901) 528-2161, Or you may call **Memphis Crisis Center** (901) 274-7477 (24 hours a day) to speak confidentially with a trained counselor who will assist you in determining what steps to take.

IF YOU ARE IN IMMEDIATE DANGER CALL 911!

As soon as you are in a safe location, call to report the offense. *Please remember that filing a report does not mean that you are committed to prosecute the offense.* If you do not report the offense or protect the physical evidence, however it will be much harder to prosecute the offender later down the line should you decide that you want to.

If you decide not to report the offense to any police agency, *please* seek out a medical facility for testing and care. Here is a list of local resources.

If you have been a victim of sexual assault and you want to contact the police, here are a few things to remember that will help the police in their investigation:

- To protect the evidence do not disturb anything in the area where the assault occurred. (Evidence may consist of the offender's hair or body fluids; and any article of clothing; cuts or abrasions on your body; any article handled by the offender; witnesses; and your memories of everything that happened. Evidence can sometimes be obtained from cigarette butts the offender left. In effect, do not touch, move, or destroy anything in the area where the offense happened.)
- Please do not shower. It is understandable that you would want to do this, but showering will wash away vital evidence needed should you decide to prosecute.
- Do not change clothing. If you feel that you must change, please do so carefully and place all items in a paper bag and be sure to give them to investigators.

What to Do if You Become a Victim of Violence

If you are in immediate danger:

- Get to a safe place!
- Call 911

If you are not in immediate danger and you are a victim of Relationship Violence, Sexual Assault or Stalking call **Memphis Crisis Center** at (901) 274-7477 to speak with a trained counselor who can assist you in determining what steps to take next. This is a 24-hour, free and confidential service.

Personal Safety Tips

- If you are in a violent relationship seek help immediately.
- Call Memphis Crisis Center to speak with a trained counselor
- Plan an escape strategy for leaving the abusive situation (this may or may not include the involvement of law enforcement)
- Make friends and family aware of your plans to leave this abusive situation
- If living together: pack some of your belongings and keep it at a friend or family members home
- Include copies of all personal documents (e.g., birth certificate, social security card, pass port etc.)
- Make sure to have some cash (no credit cards or checks) packed
- Have an additional cell phone ready (pay by the minute phones are always good options--be sure to have it charged with minutes)
- If you are going out: make sure that you use the buddy system and watch out for each other--if you go out with your friends...go home with them!
- Know your personal limits with alcohol
- Be aware of your surroundings and where you are

- Only accept open or mixed drinks from a bar tender
- Never leave your drink unattended (if you have to go to the restroom TAKE YOUR DRINK WITH YOU)
- Do not drink out of "punch bowls" or open containers of liquor at parties
- If you are out drinking and become dizzy, nauseated or light headed AND/OR you notice that the "normal" amount of alcohol that you drink is affecting you in some "abnormal" ways TELL SOMEONE!
- Go on double dates
- If you are going on a 'blind date' take your own car and be sure to let friends and family know who this person is, where you are going and check in with someone throughout the night
- Do not put your personal information on the internet or on sites such as Facebook or Myspace (e.g., full name, phone number, home address, class schedule, etc.)
- NOTE! Even if you set your Myspace or Facebook account to 'private' that DOES NOT mean that someone who is not your friend can not access your account!

WHAT FACULTY AND STAFF NEED TO DO

If a student comes to you for help:

- **STEP 1:** If there is an *immediate* threat to safety or if victim needs medical attention call 911. Those organizations can call for ambulance service, etc.
- **STEP 2:** Notify the Chief Administrative Officer at the College to report any crimes or sexual violence or harassment.
- **STEP 3:** Offer to call a friend or family member of victim and wait with victim until support arrives.
- **STEP 4:** Encourage victim to call **MEMPHIS CRISIS CENTER** (901-274-7477), offer to dial the number, and offer victim privacy to discuss the incident or situation on the phone. (*Staff at Memphis Crisis Center will explain additional support and reporting options available to the victim*)

WHAT CAN MEN DO?

Discussions concerning violence against women are most often geared towards women: what to do to keep yourself out of a violent situation; what to do if you are in a violent situation; how to physically protect yourself; how and where to seek help. All of this is wonderful information to have and to disseminate, but we are forgetting a very important element in the elimination of violence against women: **THE MEN!** All men play an important part--perhaps the most important part-- in keeping women safe.

Here are a few things Men can do to help end Violence Against Women:

Be aware of language. Words are very powerful, especially when spoken by people with power over others. We live in a society in which words are often used to put women down, where calling a girl or woman a "bitch," "freak," "whore," "baby," or "dog" is common. Such language sends a message that females are less than fully human. When we see women as inferior, it becomes easier to treat them with less respect, disregard their rights, and ignore their well-being.

Communicate. Sexual violence often goes hand in hand with poor communication. Our discomfort with talking honestly and openly about sex dramatically raises the risk of rape. By learning effective sexual communication, stating your desires clearly, listening to your partner, and asking when the situation is unclear, men make sex safer for themselves and others.

Speak up. You will probably never see a rape in progress, but you will see and hear attitudes and behaviors that degrade women and promote rape. When your best friend tells a joke about rape, say you don't find it funny. When you read an article that blames a rape survivor for being assaulted, write a letter to the editor. When laws are proposed that limit women's rights, let politicians know that you won't support them. Do anything but remain silent.

Support survivors of rape. Rape will not be taken seriously until everyone knows how common it is. In the U.S. alone, more than one million women and girls are raped each year (Rape in America, 1992). By learning to sensitively support survivors in their lives, men can help both women and other men feel safer to speak out about being raped and let the world know how serious a problem rape is.

Contribute your time and money. Join or donate to an organization working to prevent violence against women. Rape crisis centers, domestic violence agencies, and men's anti-rape groups count on donations for their survival and always need volunteers to share the workload.

Talk with women about how the risk of being raped affects their daily lives; about how they want to be supported if it has happened to them; about what they think men can do to prevent sexual violence. If you are willing to listen, you can learn a lot from women about the impact of rape and how to stop it.

Talk with men about how it feels to be seen as a potential rapist; about the fact that 10-20% of all males will be sexually abused in their lifetimes; about whether they know someone who has been raped. Learn about how sexual violence touches the lives of men and what we can do to stop it.

Organize. Form your own organization of men focused on stopping sexual violence. Men's anti-rape groups are becoming more and more common around the country, especially on college campuses. If you have the time and the drive, it is a wonderful way to make a difference in your community.

Work to end other oppressions. Rape feeds off many other forms of prejudice including racism, homophobia, and religious discrimination. By speaking out against any beliefs and behaviors, including rape, that promote one group of people as superior to another and deny other groups their full humanity, you support everyone's equality.

Do not ever have sex with anyone against his/her will! No matter what. Although statistics show most men never rape, the overwhelming majority of rapists are male. Make a promise to yourself to be a different kind of man, one who values equality and whose strength is not used for hurting.

**Information on What Men Can Do adapted from Columbia University Health Services: www.health.columbia.edu.
Note: Information on this Violence Against Women Information has adapted from the University Of Memphis Center for Research on Women*

This information is also posted on Moore Tech's Web Site at <http://www.mooretech.org>

William R Moore College of Technology

Memphis, TN

Constitution Day Policy

Constitution Day Background

Senator Robert C. Byrd, a West Virginia Democrat and the United States Congress unofficial constitutional scholar, believes that American primary, secondary, and post-secondary students lack significant knowledge regarding the United States Constitution. In December 2004, Senator Byrd offered an amendment that was passed by both the United States House of Representatives and the United States Senate in attempt to increase constitutional knowledge.

The legislation requires that all educational institutions that receive federal funds implement educational programs relating to the United States Constitution on September 17th of each year. September 17th was selected as the date for celebration due to the fact that on September 17, 1787 the delegates to the Constitutional Convention met for the last time to sign the United States Constitution and presented it to the American public. When the 17th falls on a weekend date, Constitution Day will be held on the Friday prior to the 17th.

William R. Moore College of Technology - Constitution Day Policy

William R. Moore observes this day in September as Congress intended. A Constitution Day program will be provided for students. Students will be expected to attend and attendance will be taken. Attendance Rosters will be maintained in the office.

History of Constitution Day observances at William R. Moore College of Technology

The following are the dates William R. Moore College has observed “Constitution Day”.

2005 – September 23rd
2006 – Friday, Sept 15th
2007 – Monday, Sept 17th
2008 – Wednesday, Sept 17th
2009 – Thursday, Sept 17th
2010 – Friday, Sept 17th
2011 – Friday, Sept 16th
2012 – Monday Sept 17th
2013 – Tuesday Sept 17th
2014 – Wednesday Sept 17th
2015 – Thursday Sept 17th
2016 – Friday, Sept 16th
2017 – Friday, Sept 15th

William R. Moore College of Technology

Copyright Infringement Policy

William R. Moore College must and will take any copyright infringement complaints very seriously. This would include using the College's network to download or upload copyrighted materials, including copyrighted films and software. Failure to do so can potentially result in liability for the college itself. Additionally, any person using his or her College on-line access privileges to engage in the downloading, uploading, or other unauthorized distribution of copyrighted materials is potentially at risk of becoming the target of a legal action for copyright infringement, in addition to any College imposed sanctions.

When the College receives a complaint that implicates a student account, the student is immediately referred to the Director of the College for disciplinary action under the "Student Code of Conduct". Disciplinary sanctions imposed for a first offense will include a requirement that the infringing material be removed and not further distributed, as well as educational projects and probation. A second complaint involving the same on-line access account may result in even more serious sanctions, up to and including expulsion from the college. Please use your on-line access privileges responsibly. Remember, copyright infringement is illegal and can result in serious civil and criminal sanctions, as well as serious College disciplinary sanctions.

Legal Consequences

Copyright violations are against US laws and international treaties, including but not limited to the Digital Millennium Copyright Act of 1998 and other US copyright laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

William R Moore College of Technology
Memphis, TN

Computer Use and File Sharing

College Computer Use

Students are not permitted access to computers in the administrative offices. The only office computers with student information are stand alone units inside a restricted area which requires coded access. No server or network exists at the college. The two computers with student data are password protected by dynamic password software and are located in a secured environment behind a firewall.

File Sharing

File sharing is a general term for sharing digital files electronically. These files could be music or other audio recordings, movies, television shows, games or other computer software, or any other type of digital file.

The sharing of any file that a student did not originally create without the author's permission or sharing work that is not in the public domain without permission is a crime and can have serious consequences. Sharing includes everything from sharing a multitude of files over peer-to-peer networks to copying a single work for a friend.

Dangers of Peer-to-Peer

Personal Dangers

Many peer-to-peer software applications are dangerous to simply install on your computer. They often come bundled with spy-ware and other programs that can compromise your computer. By installing these programs, you risk damaging your computer and the files on it (your pictures, your papers, etc.), identity theft, and the possibility that your computer could be used to send spam and attack other computers.

Disciplinary and Legal Dangers

Unauthorized sharing of copyrighted works is easily done with P2P programs. Sharing copyrighted works without the copyright owner's permission is also against US laws and international treaties. Violators can be subject to lawsuits and in some cases, criminal prosecution. Ramifications of all can be found at the following website.

By monitoring consumption of bandwidth, it is easy to tell who is downloading files. Several agencies, including the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) attempt to deter those who are illegally downloading music and movies from the internet. Typically they request user information from the Internet Service Provider. They then may go after individual offenders.

William R. Moore College of Technology

EMERGENCY RESPONSE AND EVACUATION PLAN

EMERGENCY RESPONSE-SECURITY

William R. Moore College of Technology is a small institution located on one campus. There are only two buildings and our current enrollment at any one time does not exceed 150 students.

The Director/CAO or his representative will be notified of any situation that could endanger the health or safety of students and/or staff. The representative for night classes will be the lead instructor for that night. Once the Director/representative receives this information, the following steps will be taken:

1. If possible, and if it doesn't put students or staff health or safety in jeopardy, verify the initial information.
2. If an emergency, call 911 to notify the proper police or fire agencies of the situation and ask for their assistance once the situation is verified.
3. As soon as possible and without causing additional safety concerns to students or staff, use the college PA system or go classroom to classroom to notify students and staff of the situation.
4. Depending on the situation, order the immediate evacuation of both buildings or lockdown of students and staff in classrooms.
5. If needed, take additional steps to verify the reported situation by interviewing students, staff, or outside witnesses.
6. All night lead instructors are to call the Director/CAO and notify him of the situation as soon as feasible.
7. Once the emergency agencies arrive, provide them with whatever assistance they request.
8. Work with the emergency agencies to determine if the situation warrants notifying the surrounding community through the local news stations.

If the situation cannot be verified and there is no evidence that students and staff are in any danger, the Director/representative can either have the students and staff resume the normal scheduled activities or dismiss classes for the remainder of the day.

The following personnel are responsible for carrying out the listed procedures:

David Penna - College Director/CAO
DeAnn Smith – Business Manager
Lead Night Instructor

At least annually the college will test this policy, either by announced or unannounced exercises. This test will be maintained on a log (Emergency Response and Evacuation Log) for review.

PHONE NUMBERS:

Memphis Police Department	545-2677
Memphis Fire Department	458-8281
Emergency	911
WREG(3)	543-2333 /2111
WMC (5)	726-0555 / 0416
FOX (13)	320-1313 / 1340

EMERGENCY RESPONSE-FIRE

In case of FIRE an instructor or other staff personnel will activate the fire alarm which will sound continuously. Students are instructed to leave the building immediately, in an orderly manner by the nearest exit not involved in the fire. The instructor will be responsible to see that adjacent classes and the office are cleared. Instructors will ensure that all of their students are safely out of the building and when practical will take the class roll with them. One staff or faculty member will stand by the front and side entrances to direct the fire department.

EMERGENCY RESPONSE- WEATHER DISASTER

In case of WEATHER or OTHER DISASTER the city's civil defense alarm will be activated. Students will be directed to safer areas such as hallways or interior walls. In case of eminent danger students should seek shelter under desks benches or in other enclosed spaces. Students should follow the direction of staff or faculty personnel and should not attempt to leave the building unless directed.

PROCEDURES FOR EMERGENCY EVACUATION

1. The Director/CAO of the college will be notified immediately of any emergency situation. The Director or his designee will alert the proper authorities.
2. If the incident is inside the school and the emergency is a fire, the closest staff member will operate the fire extinguisher.
3. All students and faculty need to be familiar with the location of the stairways and the exits. In case of emergency, all faculty and students should exit in an orderly manner. Faculty should insure that all students have exited their classroom and lab areas and the building. After students exit the building, all faculty and students should gather in the outside picnic area away from the buildings.
4. Persons in the Main Building Auditorium will exit the building through the two exit doors leading to the rear parking lot and go to the outside picnic area.
5. Persons in the Main Building Property Maintenance Classroom located behind the Auditorium will exit the classroom directly into the parking lot and go to the outside picnic area.
6. Persons in the Main Building on the Second or Third Floor will exit down the closest stairwell to the downstairs hallway and exit out the closest hallway exit doors leading to the rear parking lot. Once outside the building, go to the outside picnic area.
7. Persons in the Main Building Bottom Floor will exit down the stairwell to the hallway and exit out the closest hallway exits leading to the rear parking lot. Once outside the building, go to the outside picnic area.
8. Persons in the Machine Shop Classroom/Lab will exit the large double door if open or if closed, exit the hallway and exit the closest hallway exit door leading to the rear parking lot and then go to the picnic area.
9. Persons in the Welding Building will exit the closest exit leading to the exterior of the building and then go to the front parking lot area.
10. Persons in the Air Conditioning Lab will exit the exit door leading to the rear parking lot and then go to the picnic area.
11. Persons in the Industrial Electricity Classroom/Lab will turn left into the hallway and exit the closest hallway exit door leading to the rear parking lot.

12. Persons in the Rear Heating/Property Maintenance Building will exit the closest exit door and go to the outside picnic area.
13. The Director/CAO will ensure that no one remains in any part of the building until proper authorities have determined it is safe to enter the buildings.
14. **IMPORTANT:** Each classroom and shop has an EVACUATION PLAN posted and students should make sure they know all the exits for each of their classroom and shops. Instructors are responsible for ensuring that their students have vacated the building.
15. The **MAIN GOAL** is for students and faculty to exit as safely and as orderly as possible out the closest exit leading to rear parking lot and then go to the outside picnic areas.

File: EMERGENCY RESPONSE AND EVACUATION PLAN- revised 8-23-16

Moore Tech Notification Messaging System

All Students, Staff, and Faculty Need to Sign Up

It is important that all Moore Tech students, staff and faculty, if possible, sign up for our Moore Tech Communication and Notification System.

This system will be used for special situations such as inclement weather, emergencies, cancellations, delays, changes, etc.

Text Messaging Sign Up

From your phone, you will need to send a text message to the phone number

(423) 800-5965.

The text message should read:

@mooretech

Send the text message. After you send the text message, you will receive a reply asking for your full name. Type your Full Name and then send the text message. By sending your full name, Moore Tech will know who has subscribed to our Notification System.

Email Sign Up

If you do not have texting capabilities, you may also send an email from your email address to:

mooretech@mail.remind101.com

After you send the email you will receive a reply that says,
“Thanks for signing up for Moore Tech's notifications from MooreTech. In order to confirm your subscription, please click on this link to verify your email address”
Click on the link and you will be subscribed.

Students who sign up using email, will receive their notifications to their email address.

How to Unsubscribe When You Are No Longer a Student, Staff, or Faculty

From your phone, you will need to send a text message to the phone number

(423) 800-5965. The text message should read: **unsubscribe**

From your email, you will need to send an email to **mooretech@mail.remind101.com** with the word **unsubscribe** in the subject line.

NOTE: Please note that this is a one way communication system, please do not reply back to the text and email communications.

Voters Registration Information

The U.S. Department of Education requires all colleges that participate in Title IV Funding to encourage Voter Registration. If you have not registered to vote, please go to:

<http://www.tn.gov/sos/election/voterInfo.htm>

and register to vote online.

If you want a paper Voter Registration Form,
We have them available in the front office.

Moore Tech's Drug Testing Policy

Moore Tech may perform drug testing:

Of any student who manifests "reasonable belief" behavior.

Of any student who is involved in an accident that results or could result in the filing of an insurance claim.

On a random basis of any student.

A student's consent to submit to drug testing is required as a condition of enrollment and the student's refusal to consent will result in failure to be admitted to Moore Tech.

Any student who is found through drug testing to have in his or her body a detectable amount of an illegal drug will be subject to discipline up to and including discharge except that, depending on the circumstances of the case and the student involved, the student may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by Moore Tech. During rehabilitation, the student will be subject to unannounced drug testing. Upon return to school from rehabilitation, the student will be subject to unannounced drug testing until they graduate. Any test that is confirmed as positive during or following rehabilitation will result in discharge.

REHABILITATION AND STUDENT ASSISTANCE

Rehabilitation assistance in lieu of discharge may be offered:

To any student who has requested rehabilitation assistance, provided that the request is unrelated to an identification of the student as a violator of this policy.

To any student who has violated this policy, provided that the violation does not involve selling or transferring illegal drugs, or serious misconduct.

A student who is in rehabilitation will be allowed to attend school while undergoing rehabilitation on an outside-of-school basis. A written recommendation for rehabilitation must include a statement to the effect that the student's presence in the school will not constitute a safety hazard to the student, staff or others.

A student whose rehabilitative therapy involves drug maintenance, hospitalization or detoxification will not be considered for the exception from suspension described in the paragraph above.

A student who is in rehabilitation or who has completed rehabilitation will be allowed to return to school upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must include a statement to the effect that the student's presence in school will not constitute a safety hazard to the student, staff or others.

A student's academic standing, length of program and eligibility for federal financial aid may be effected by students who cannot maintain satisfactory academic progress and/or students who violate drug laws.

Rehabilitation assistance must be:

Obtained through a rehabilitation program that has been approved by Moore Tech.

Obtained by the student during times that will not conflict with the student's school time.

Print Name

Student Signature

Date

Refund Policy

- A. An applicant may cancel enrollment at any time before the first day of classes and receive a 100% refund of all registration and tuition paid.
 - 1. All money paid by applicants for the term will be refunded within five working days if requested prior to the first day of the term.
 - 2. Applicants requesting cancellation after the first day of the term shall be entitled to a refund in accordance with the refund schedule set forth in Section C below. Registration fees are non-refundable if not requested prior to the first day of class.
 - 3. All tuition paid will be refunded if a day student has attended nine days or fewer and a night student three nights or fewer.
- B. Day students' enrollment termination will occur not later than seven calendar days after the last date of attendance.

Night student termination will occur if the student has missed six consecutive class meetings.
- C. Refunds will be based on the last day of attendance.

Tuition refunds will be calculated using the following formula:

 - a. 100% refund if withdrawn prior to the first day of class.
 - b. 90% refund if 10% or less of the term is completed.
 - c. 50% refund if 25% or less of the term is completed.
 - d. 25% refund if 50% or less of the term is completed.
 - e. No refund after 50% of term is completed.

STUDENTS RECEIVING TITLE IV PELL WHO WITHDRAW OR ARE DROPPED MAY OWE A REPAYMENT OF TITLE IV FUNDS TO PELL AND MAY OWE A REPAYMENT OF TUITION TO THE COLLEGE.

Calculation of Title IV funds to be repaid by students to Title IV Pell grant program are subject to change and are based on the most current Title IV Pell grant repayment procedures.

William R. Moore College of Technology
Satisfactory Academic Progress (SAP) Policy – Credit Hour

The trimester credit programs are normally taught over 3-6 trimesters, depending on the program. The maximum time frame will vary depending on the enrollment status of the student each trimester.

Satisfactory Academic Progress (SAP) requires the student to complete the program within 150% of the normal time frame. At the end of each trimester, the student must be on pace to successfully complete 67% of the cumulative credits attempted with a minimum “C” 2.0 cumulative grade point average (CGPA).

At the end of first trimester, student must have a minimum 1.0 CGPA and a 50% Cumulative Completion Rate.

At the end of the second trimester, student must have a minimum 1.5 CGPA and a 50% Cumulative Completion Rate.

At the end of the all other trimesters, student must have a minimum of 2.0 CGPA and a 67% Cumulative Completion Rate.

Cumulative GPA and Cumulative Completion Rate is Calculated at the End of Each Trimester

The number of total cumulative credit hours passed divided by the total cumulative number of credit hours attempted = Completion Rate.

A passing grade would include an (A, B, C, or D). PH grades and I-Incomplete grades are not considered passing and will convert to F’s if not completed or made up within 7 weeks into the next trimester. W, WP, WF, (Withdrawal) grades are not considered passing and will effect student’s completion rate but will not be calculated in the students’ CGPA.

Withdrawals/Drops - If the student withdraws from a course after the add/drop period, the credits in the course will be included as credits attempted but it will not affect the CGPA.

Classes When No Financial Aid Received - Classes taken when no financial aid was received are still counted toward CGPA and completion rate.

Transfer credits will count both as attempted and completed credits but will not affect the CGPA unless the credits are transferred from another program at the school.

Change of Major – If a student changes majors, SAP will be based on coursework (including attempted electives) if the coursework would apply to the new program. Thus the SAP criteria will be reset. For SAP purposes, change of majors are limited to two SAP resets.

Repeated failed subjects will count as attempted credits but only the most recent grade will count toward the CGPA.

Non Credit remedial classes are not eligible for financial aid.

PH or Incomplete grades will be changed to an F if the required class work is not completed within 7 weeks of the next trimester. If student has I or PH grade, their financial aid may be put on hold until the I or PH is completed. Once a PH or I grade has been finalized, SAP will be reevaluated.

Financial Aid Warning -If the student fails to meet the above requirement at the end of the trimester, the student will be placed on Academic Warning for the next trimester. If the student is not in SAP at the end of the Academic Warning trimester, the student will be placed on Unsatisfactory Academic Progress (USAP) and all financial aid will be terminated.

Appeal Process of an Unsatisfactory Academic Progress (USAP) Status - If a student is placed Unsatisfactory Academic Progress after they have been placed on Academic Warning, all of the student’s financial aid is terminated. Students on USAP may appeal their loss of financial aid based on unusual circumstances, such as death in the family, illness status by giving written notice to the FAA within 10 college business days after receiving the notice. The written notice must explain what prevented the student from maintaining SAP and what has changed in the student’s situation that will allow the student to regain their Satisfactory Academic Progress. The FAA will resolve the appeal within 10 college business days and notify the student of the decision. The decision is final. College business days do not include college break periods. If the student’s appeal is approved based on student’s situation that has changed that will allow them to regain Satisfactory Academic Progress, the student will be placed on Financial Aid Probation and the student’s eligibility for Pell grant will be reviewed by the FAA and if eligible, Financial Aid funding will be continued.

Financial Aid Probation - The student is eligible for Financial Aid Probation for one semester only after a successful appeal. If it appears that it may take 2 trimesters for the student to be back in SAP, the student would have to have a customized plan outlining the goals over both trimesters. If a 2 trimester plan is not used, the student would have to meet SAP requirements at the end of the 1st trimester of Financial Aid Probation or their financial aid will be terminated. If a student is on a 2 trimester Academic Plan, at the end of the 1st trimester of Academic Probation, the student would have to meet SAP requirements or meet the academic plan goals of the 1st trimester or aid would be terminated. If student on an academic plan meets the 1st trimester plan goals, they can continue to receive aid for the 2nd trimester of Academic Probation. If a student on an Academic Plan fails to meet SAP at the end of their Academic Plan’s 2nd trimester, their financial aid funding will be terminated without any additional appeal options.

Reinstatement of Aid – After appeal processes, etc. a student who has lost financial aid because of their Unsatisfactory Academic Progress status must pay their own tuition and fees. Once the student has successfully completed 67% of the credits attempted, within the required timeframe, and with a 2.0 CGPA, if eligible, financial aid will be reinstated for future payments and the student will be placed back into SAP Status.

Reenrollment of USAP Student - If a student on USAP withdraws from the college, they are still considered on USAP if they reenroll in the college and they must complete the required SAP policy requirements to become eligible for financial aid if applicable.

Degree and Diploma Programs with Normal Time Frame and Max Time Frame

Program	Normal Time Frame	Maximum Time Frame
Air Cond Refrig & Heating AAT	87 credits	130 credits
Air Cond Refrig & Heating Diploma	72 credits	108 credits
Indust. Elect. & Plant Maint. AAT	87 credits	130 credits
Indust. Elect. & Plant Maint. Diploma	72 credits	108 credits
Machine Shop AAT	87 credits	130 credits
Machine Shop Diploma	72 credits	108 credits
Maintenance Tech Diploma	36 credits	54 credits
Property Maintenance-Advanced AAT	87 credits	130 credits
Property Maintenance-Advanced Diploma	72 credits	108 credits
Welding Diploma	36 credits	54 credits
Welding-Advanced AAT	87 credits	130 credits
Welding-Advanced Diploma	72 credits	108 credits

Statement of Educational Purpose

I also declare that money attributable to Pell Grant, TSAC, or other kinds of financial assistance will be used solely for expenses related to my enrollment and attendance at William R. Moore College of Technology.

 Print Student Name Student Signature Counselor Date

William R. Moore College of Technology

RULES OF STUDENT CONDUCT

One of the objectives of education is to develop self-reliance and to form desirable habits of conduct. Students are expected to conform to the ordinary rules of polite society, to be truthful, to respect the rights of others, to attend classes without being a disturbance to others and to have regard for the preservation of college property as well as the private property of others.

1. **VANDALISM:** Destroying, damaging, or defacing college or private property.
2. **WEAPONS:** Possession of, or association with, knives, firearms or explosives on campus. *See expanded definition of WEAPONS below.
3. **GAMBLING:** Gambling of any form.
4. **ALCOHOL and OTHER DRUGS:** Possession, consumption, or being under the influence of alcoholic beverages, narcotics, barbiturates, amphetamines, etc. on campus. This applies to approved on campus social functions and those acting as college representatives off campus. See Alcohol and Other Drug Abuse Prevention Program for details on AOD prevention and Moore Tech's Drug Testing Policy.
5. **FINANCIAL IRREGULARITIES:** Writing bad checks or failure to pay college fees.
6. **DISTURBING THE PEACE:** Any behavior which in any way impairs the ability of the college to operate in a peaceful environment and/or provide an environment conducive to learning. Radio volume from vehicles should be such that it can only be heard from inside the vehicle. It is important that we not disturb our neighbors that live adjacent to our campus.
7. **RIOTOUS CONDUCT:** Participation in riotous conduct, individually or in groups. **This includes hate statements involving race or any harassment regarding race.**
8. **APPROPRIATE ATTIRE:** Students are required to wear clothing that is not only suitable and safe for working in shops but would be acceptable in the work environment. This would include but is not limited to; no off the waist pants, no suggestive "gang" apparel, no crude or vulgar t-shirts, etc.
9. **TRAFFIC:** Repeated violations of parking, speeding, and driving regulations on campus.
10. **SMOKING:** Smoking is NOT permitted in any building on our campus
11. **SEXUAL MISCONDUCT:** Sexual assault, sexual violence or sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a physical nature. This includes violence against women as it relates to domestic assault, dating violence, and stalking.
12. **THREATENING** the safety or well-being of a student, faculty, or staff.
13. **FELONY CRIME:** Commission of any felony during enrollment.

Any violations or complaints concerning these issues or other issues should be reported immediately to the Chief Administrative Officer or their designee. Complaint and Grievance procedures are on page 4 of the College Catalog which is also available on the College's Web.

* Weapons are defined as guns, knives and other objects universally considered a weapon by the police. A "weapon" can also be any object, which would do harm to another when used as such. The College shall deem any such object a "weapon" for the purpose of enforcing of this policy.

I have read and understand this Student Conduct document.

Student Name (Print)

Student Signature

Date

William R. Moore College of Technology

Student Complaint or Grievance Procedures

The administrative office of the college maintains an open door policy which allows a student the opportunity to voice concerns or make complaints to any faculty or staff member.

Students with financial aid concerns or complaints should seek counsel with the Admissions Representative. If the complaint remains unresolved the student should meet with the Chief Administrative Officer (CAO). Issues not addressed by the CAO can be submitted to the President in writing. The President will meet with the student.

Complaints regarding all other issues should be addressed with the instructor. If the complaint is not resolved the student should seek counseling with an Administrative Assistant or another administrative staff member. If the complaint remains unresolved the student should place the complaint in writing and submit it to the President. The President will meet with the student. Any concerns or complaints not resolved by the President should be addressed to Council On Occupational Education (COE).

Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
Telephone (770) 396-3898

All written complaints are kept in a secured file in the Office of the President.

William R. Moore College of Technology

Consumer Information

I _____ have received the following
First and Last name

Information related to statistics, data and policies of William R. Moore College of Technology.

- Annual Security Report and Safety Information
- Retention Rate, Graduation Rate, and Placement Rate
- Drug and Alcohol Prevention Program
- Constitution Day (also known as Citizenship Day)
- Copyright Infringement Polices and Sanctions
- Computer Use and File Sharing
- Emergency Response & Evacuation Plan
- Moore Tech Notification System
- Violence Against Women Act
- Satisfactory Academic Progress Policy
- Moore Tech Drug Testing Policy
- Rules of Student Conduct
- Student Complaint and Grievance Procedures

I also understand that this information is available on the school's web-site
<http://nces.ed.gov/collegenavigator/?id=222105>

Signature

Date