



Course Catalog
and
Student Handbook

2020

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Tech901 is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

This version of the Tech901 Student Handbook is intended for the 2020 calendar year and was approved by the Tech901 Board of Directors on October 31, 2019.

Tech901 Overview

About Tech901

Tech901 is a new non-profit organization with a charter to train current or potential Memphians for a variety of information technology jobs and to work with employers to increase the Memphis technology job base.

Tech901 seeks to address the IT industry's talent shortage, cost pressures, and diversity deficit with Memphis as the solution. This is accomplished through a series of programs that increase the supply of trained tech workers in Memphis in order to both assist the needs of our local companies and also to attract high-profile employers to our city.

Tech901 envisions a growing Memphis-area economy leveraging information technology job growth. We will serve a diverse range of Memphians through assessment tools, job training, and computer science education. Further, Tech901 will invest to grow and recruit IT employers to Memphis.

Location and Contact Information

Tech901 is located on the third floor of the Crosstown Concourse just off the Central and East Atriums.

Tech901

1350 Concourse Ave, Suite 375

Memphis, TN 38104

(901) 881-2677

info@tech901.org

www.tech901.org

Hours of Operation and Facilities

Tech901 offices are open Monday-Thursday from 8:30 am to 4:30 pm (not including holidays) and from 8:30 am to 12:30 pm on Fridays. The public areas of the offices are open to all students 24 hours a day. Access codes will be provided to students at the beginning of each course.

The Tech901 suite includes multiple classrooms, a testing center, kitchenette, and community meeting space. Classrooms are equipped with a suite of technology for presentations including projectors and sound systems as well as additional computer lab equipment for learning purposes.

Students are encouraged to use the Community Table for studying (individually or in groups) at any time. It has been designed to accommodate large groups, provide power and ethernet, as well as plenty of whiteboard space. Additionally, students are welcome to use the kitchenette which includes a microwave and refrigerator. Students and staff are expected to help keep the area clean and orderly.

Crosstown Concourse Security is onsite 24-hours a day and can be reached at (901) 203-8296.

Directors and Officers

Tech901 is a 501(c)3 non-profit corporation. The Board of Directors and Officers of Tech901 is currently composed of the following individuals:

Board of Directors

Tom Marino

Jennifer Krouse

David Harris

Charles Elliott

David Montague

Michelle Epps

Officers

Robert Montague

Steve Denegri

Faculty and Staff

Instructional Team

Catrina Dean

Instructor

BA, Communication Studies: Multimedia Production, The University of North Carolina at Chapel Hill;
MS, Management Information Systems, University of Memphis

Aaron Lamey

Lead Instructor

BA, English for Corporate Communications and Management, Christian Brothers University;
MS, Business Administration, University of Memphis

Trey McGinnis

Lead Instructor

BS, Computer Science, Electrical Engineering, Mathematics, Christian Brothers University

Brad Montgomery

Lead Instructor

BS, Computer Science, Arkansas State University; MS, Computer Science, Arkansas State University

Blair Perry

Lead Instructor

BS, Secondary Education, Auburn University; MS, Educational Leadership, Christian Brothers University

Operations Team

Tonya Braden

Academy Operations Manager

Robert Montague

Executive Director

Jenny Carmichael

Marketing Director

Margaret Price

Creative Manager

Steve Denegri

Chief Operating Officer

Institutional Calendar

2020 Course Calendar

Course	Dates	Location	Time	Orientation	Days
Web Programming	Jan 6 - Apr 8	Crosstown Concourse	6pm - 9pm	Jan 6, 2020	M and W
Code 1.0	Jan 7 - Apr 9	Crosstown Concourse	6pm - 9pm	Jan 7, 2020	T and Th
IT Foundations	Jan 13 - Apr 2	Crosstown Concourse	9am - 12pm	Dec 16, 2019	M - Th
IT Foundations	Jan 13 - Apr 2	Crosstown Concourse	6pm - 9pm	Dec 16, 2019	M - Th
IT Foundations	Apr 13 - July 2	Crosstown Concourse	9am - 12pm	Apr 6	M - Th
IT Foundations	Apr 13 - July 2	Crosstown Concourse	2pm - 5pm	Apr 6	M - Th
IT Networking	Apr 20 - July 2	Crosstown Concourse	6pm - 9pm	Apr 20	M - Th
IT Project	July 6 - Aug 27	Crosstown Concourse	6pm - 9pm	June 29	M - Th
IT Networking	July 13 - Sep 24	Crosstown Concourse	9am - 12pm	July 13	M - Th
IT Foundations	July 20 - Oct 8	Crosstown Concourse	9am - 12pm	July 13	M - Th
IT Foundations	July 20 - Oct 8	Crosstown Concourse	6pm - 9pm	July 13	M - Th
Web Programming	Sep 7 - Dec 9	Crosstown Concourse	6pm - 9pm	Aug 31	M and W
Code 1.0	Sep 8 - Dec 10	Crosstown Concourse	6pm - 9pm	Sep 1	T and Th
IT Security	Sep 28 - Dec 10	Crosstown Concourse	6pm - 9pm	Sep 28	M - Th
IT Project	Oct 19 - Dec 10	Crosstown Concourse	9am - 12pm	Oct 12	M - Th
IT Project	Oct 19 - Dec 10	Crosstown Concourse	2pm - 5pm	Oct 12	M - Th

2020 Holiday Calendar

Date	Holiday	Status
January 1	New Year's Day	Offices and Classes Closed
January 20	MLK Day	Offices and Classes Closed
February 17	President's Day	Offices and Classes Closed
May 25	Memorial Day	Offices and Classes Closed
July 4	Independence Day	Offices and Classes Closed
September 7	Labor Day	Offices and Classes Closed
November 26 - 27	Thanksgiving	Offices and Classes Closed
December 24 - 31	Christmas and New Year's Eve	Offices and Classes Closed

Transferability of Credits/Certifications

TRANSFERABILITY OF CREDITS

Tech901 is a special purpose institution. That purpose is to grow Memphis' information technology job base through talent and employment development. Tech901 offers classes aimed at preparing students with entry-level skills for employment and does not offer transferable credits for classes taken. We offer instruction and support to help students prepare to pass an exam and earn a third-party IT industry certifications (where applicable) to qualify them for IT careers. Course Graduation Certificates earned at Tech901 may not transfer to another educational institution as academic credits. Credits earned at another educational institution may not be accepted by Tech901 as prerequisites for classes. Students should obtain confirmation that Tech901 will accept any credits or certifications earned at another educational institution before executing an enrollment contract or agreement. Students should also contact any educational institutions that they may want to transfer certifications earned at Tech901 to determine if such institutions will accept certifications earned at Tech901 prior to executing an enrollment contract or agreement. The ability to transfer certifications earned through a Tech901 to another educational institution may be very limited.

Students should never assume that credits/certifications will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Tech901 and of any other educational institutions you may in the future want to transfer the credits earned at Tech901 before you execute an enrollment contract or agreement.

Programs Offered

Admission to any Tech901 course requires a High School Diploma or GED equivalent, or students may take the Compass and/or Navigator competency evaluations as an Ability-to-Benefit test, but these must be taken in-person and proctored at Tech901. The admissions process is outlined in the [Application, Registration, and Enrollment](#) section of this document. Additional prerequisites may be required for more-advanced courses and are noted in the program descriptions below.

Hardware Technician Track

The Tech901 IT Hardware Technician track is designed to provide students with the skills, knowledge, and/or certifications needed to immediately begin a career as an IT Hardware Technician. This track includes a single course covering the essential elements of IT helpdesk and computer configuration and repair careers.

IT Foundations

IT Foundations covers essential computer and career skills for entry-level IT jobs. This course is ideal for students seeking entry-level IT positions in companies, government agencies, educational institutions, or service providers, or to work for themselves.

What you'll learn:

- Develop working knowledge of how computers and mobile devices operate.
- Identify common security threats and vulnerabilities like malware, phishing, spoofing and social engineering.
- Apply skills and procedures to install, configure, and troubleshoot computers, mobile devices, and software.
- Develop critical thinking and problem-solving skills.

Targeted Certification(s): Tech901 Hardware Technician Certification; CompTIA A+

Prerequisites: Compass Verbal and Math evaluations

Length: 138 class hours over 12 calendar weeks

Cost: \$180

IT Professional Track

The Tech901 IT Professional Track is aimed at providing students with the skills, knowledge, and/or certifications needed to begin a career as an IT professional. This track includes four classes covering the topics of Helpdesk/Repair, Networking, Security, and Project Management.

IT Foundations

See above section for details on IT Foundations.

IT Networking

IT Networking validates the knowledge and skills to troubleshoot, configure and manage common wired and wireless networks. Networking certifies a basic understanding of emerging technologies including unified communications, mobile, cloud and virtualization technologies.

What you'll learn:

- Knowledge and skills related to network fundamentals
- LAN switching technologies
- Routing technologies
- Infrastructure services and maintenance

Targeted Certification: CompTIA Network+

Prerequisites: Compass Verbal and Math evaluations and a current CompTIA A+ certification

Length: 126 class hours over 11 calendar weeks

Cost: \$250

IT Security

IT Security is a course designed to introduce Tech901 students to the rapidly changing field of information technology security (InfoSec). Through instruction about both soft business approaches and technical security hardening, students will have a foundation for either entry- level work or further specialization.

The main goal for students is preparation for and completion of the Security+ certification from CompTIA. The Security+ credential prepares students for work as support agents in both technical and non-technical roles supporting enterprise information security.

What you'll learn:

- Threats, attacks, and vulnerabilities
- Technologies and tools used in IT Security
- Components of a secure IT architecture and design
- Access and risk management concepts
- Cryptography and PKI

Targeted Certification: CompTIA Security+

Prerequisites: Compass Verbal and Math evaluations and a current CompTIA Network+ certification or graduation from Tech901 IT Networking course

Length: 126 class hours over 11 calendar weeks

Cost: \$250

IT Project

IT Project gives business professionals –inside and outside of IT – the basic concepts to successfully manage small- to medium-sized projects. The course also covers a high-level introduction to Agile as part of one of the objectives.

What you'll learn:

- Manage the project life cycle
- Ensure appropriate communication
- Manage resources and stakeholders
- Maintain project documentation

Targeted Certification: CompTIA Project+

Prerequisites: Compass Verbal and Math evaluations or Navigator Logic evaluation

Length: 90 class hours over 8 calendar weeks

Cost: \$250

Software and Web Development Track

Code 1.0 Introduction to Computer Science

Code 1.0 serves as an introduction to the intellectual enterprises of computer science and the art of programming for majors and non-majors alike, with or without prior programming experience. An entry-level course teaches students how to think algorithmically and solve problems efficiently. Topics include abstraction, algorithms, data structures, encapsulation, resource management, security, software engineering, and web development.

What you'll learn:

- Programming basics of logic, flow control, functions, and data structures
- Computer Science basics of algorithms, computational complexity, and software engineering
- How to think algorithmically

Prerequisites: Navigator Logic evaluation and Code 1.0 programming exercise

Length: 81 class hours over 14 calendar weeks with extensive out-of-class project work

Cost: \$250

Web Programming

The Web Programming course is a hands-on introduction to Web Development where students will learn the essential tools to build active websites. This class is designed to be approachable for those who have no experience, while still posing a challenge for those with some previous programming experience. The course introduces basic front-end technology topics including client-side languages like HTML, CSS, and Javascript.

What you'll learn:

- Basic front-end technology
- Client-side languages including: HTML, CSS, and Javascript
- Back-end web server technology

Prerequisites: Navigator Logic Evaluation and Web Programming exercise

Length: 81 class hours over 14 calendar weeks with extensive out-of-class project work

Cost: \$250

Program and Job Placement Data

Data is provided by the Tennessee Higher Education Commission after a program has been in operation for a specified amount of time. Tech901 is in the process of THEC approval and at this time, this data is not available but will be added to the handbook once it is available.

Application, Registration, and Enrollment

Tech901 uses an open enrollment process. Tech901 accepts applications for courses as soon as the course is announced and made available on the Tech901.org website. Course registrations are closed when a class fills or at the end of the day on the date before the orientation for the course, as listed in the [Course Calendar](#). Qualifying students are admitted on a first-come first-serve basis.

After admission, students may register for any open class for which they have qualified. Students are required to execute an Enrollment Agreement and to pay a fully-refundable registration deposit which will hold a seat for the student in the class. This deposit is applied towards tuition when the student completes the necessary steps for enrollment. Details regarding refunds are outlined in the [Cancellation, Withdrawal, and Refund Policy](#). A student is considered enrolled once all of the steps outlined above are satisfied.

An orientation is held before or during the first class meeting. In orientation, students will review the course syllabus and detailed course expectations, setup a provided Tech901 email and online classroom account, complete an entering benchmark assessment, and be given an opportunity to address any questions. Students are required to attend orientation to retain a seat in the class.

Admission Criteria and Process

All student applications are started and completed online. Admission to any Tech901 course requires a High School Diploma or GED equivalent. Once the initial application form is completed, all applicants are required to submit a certified transcript as evidence. Alternatively, students may take the Compass and/or Navigator competency evaluations as an Ability-to-Benefit test, but these must be taken in-person and proctored at Tech901. Students will be provided a link in the online application for scheduling and can contact admissions@tech901.org with any questions.

Once a transcript is received, students are emailed instructions and are required to complete an online competency test. The Hardware Technician/IT Professional and Coding and Web Development tracks use different competency tests. Additionally, IT Networking and IT Security require that students hold a current certification as listed in the program descriptions in the [IT Professional Track](#) section above. Subsequent sections below describe the admissions process for each track.

As outlined below, the tests are different for the IT Professional and Code course tracks. After completing the competency test, a grade will be calculated and applicants will be notified regarding a passing status. Most decisions are made within 24-48 hours of becoming complete. Students offered admission must execute a Transferability of Credit Disclosure, a Pre-enrollment Checklist, and a Media Release agreement prior to being able to register for a specific class.

IT Professional and Hardware Technician Tracks

Admission to students' initial IT Professional or Hardware Technician courses is determined by a completion of an application, a certified copy of a High School or GED transcript, and the Compass (Wonderlic Basic Skills Test) verbal and math competency test. Instructions for the Compass evaluation will be emailed to applicants who are to complete the evaluation online. Interested applicants who need to use Tech901 computers for taking the evaluation may schedule a time with the admissions team. The evaluation will self-grade at the end and results of the Compass are used to gauge readiness for the coursework. Admission to the courses require a minimum score of 300 on the verbal portion and 250 on the math portion of the Compass evaluation. Students are limited to two lifetime attempts, one of which must be taken as an in-person, proctored session at Tech901. Two lifetime attempts are the maximum allowed by Tech901 applicants for entrance.

Students must execute an Enrollment Agreement and submit a fully-refundable deposit equal to the full tuition to have a seat reserved for the class.

Coding and Web Development Track

Admission to Tech901 Coding Track courses is determined by a completion of an application, a certified copy of a High School or GED transcript, the Navigator Logic Evaluation, and a pre-course assignment. Instructions for the Navigator evaluation will be emailed to applicants who are to complete the evaluation online. Interested applicants who need to use Tech901 computers for taking the evaluation may schedule a time with the admissions team. Results of the Navigator are used to gauge readiness for the course. Applicants must score a minimum of 15 for admission to Code 1.0 or Web Programming. Students must execute an Enrollment Agreement and submit a fully-refundable deposit equal to the full tuition of the course to reserve a seat.

The Navigator Logic Evaluation is composed of twenty-six questions to measure an applicant's ability to respond to the types of logic-oriented challenges associated with coding. This test covers topics such as basic patterns, mathematical operations, and quantitative reasoning, which is used to determine aptitude towards programming. Students are only allowed one lifetime attempt of the Navigator Logic Evaluation.

The pre-course coding exercise is a critical element in matching students to a career in computer programming/software development. The coding exercise does not require prior programming knowledge or experience. Students are provided a tutorial to teach the necessary programming basics and lead them through the software programming steps to successfully complete the exercise. Successful completion of this exercise is required to complete enrollment and registration.

Tuition and Fees

Tuition is determined by the class the student registers to take. IT Foundations is set at \$180 per student, and all other classes are \$250. Tech901 accepts tuition payments in the form of cash, credit, or check and it must be paid in full to be registered for a class. Details of refunds can be found below in the [Cancellation, Withdrawal, and Refund Policy](#).

Tech901, as a certified CompTIA Training Partner, is authorized to sell students exam vouchers for certification exams at a discounted rate. Voucher Fees for 2020 are listed in the Exam Vouchers section below. The IT Professional courses at Tech901 are designed to prepare graduates for success on certification exams; however, taking a certification exam is not a requirement for completion of or passing the course.

Cancellation, Withdrawal, and Refund Policy

Students may cancel their registration at any time prior to completing 25% of the class time and receive a full refund of tuition (including any fees). Students who choose to withdraw from a Tech901 course are asked to do so by completing a withdrawal form online at: <https://info.tech901.org/withdrawal>. Students who do not notify Tech901 of a withdrawal will be administratively withdrawn upon missing a 6th class meeting. The last day of attendance will be used as the date of withdrawal. Students who are administratively withdrawn prior to completing 25% of the class time will receive a full refund of tuition (including any fees). Notification of an administrative withdrawal will be sent to students via email. Refunds are not provided to students who withdraw from a course after 25% of the course time is completed. Refunds will be processed within two weeks of the date of withdrawal.

All courses will include at least one graded test or project before the 25% completion mark of the course (e.g. week 3 in a 12-week course) to ensure students are able to withdraw and receive a refund.

Students who withdraw or are administratively withdrawn due to attendance from two Tech901 classes will no longer be allowed to register for future Tech901 courses.

Course Section Transfers

Students may transfer registration from one section of a course to a parallel section (e.g. transfer from the 9am-12pm section to the 6pm-9pm section of the same course that share start/end dates). Requests to transfer are handled on a first-come-first-serve basis and are only granted if space in the requested section exists. Students who wish to transfer should submit a request via email to the instructor of the original course.

Pre-work Assignments

Classes may require Pre-work assignments to be submitted before the start of the class. In the event that this is the case, students will be given ample time to complete the assignment before it is due.

Classroom Policies

Attendance

Students are expected to attend each class meeting and attendance will be kept by the instructor. Understanding that students will occasionally have reasons to miss class, each student is allowed to miss no more than five (5) class periods for the IT Professional/Hardware Technician tracks and no more than three (3) for the Software and Web Development track throughout the duration of the class. Students who miss more than the allowed class periods will be administratively withdrawn from the class on the event of the 6th or 4th (according to the track) absence and are not be eligible to pass the course. Students who withdraw or are administratively withdrawn due to attendance from two Tech901 classes will no longer be allowed to register for future Tech901 courses.

Students are expected to be on time to class each day and classes will start at the scheduled time regardless of how many students are in attendance. Students who miss more than half of a class meeting will be counted as absent for that day.

Attendance in class goes beyond classroom learning and provides instructors with the ability to speak to a student's timeliness when talking with potential employers. When possible, it is important for students to communicate with instructors prior to an absence or tardy.

Student Conduct Expectations

Students are expected to conduct themselves in a professional manner at all times throughout the program. Conduct considered harmful to, or interfering with the rights of others will not be tolerated. Tech901 reserves the right to suspend, place on probation, or dismiss any student whose behavior is in violation of this policy. Reasons for such actions shall include, but are not limited to, the following:

- disorderly conduct
- conduct dangerous or perceived as hostile to others
- disrupting other students' learning
- failure to complete or participate in class projects
- sexual harassment of any fellow students, faculty, or staff
- violations of state and/or federal laws
- cheating and/or sharing of course materials

Note: Students dismissed for conduct violations may not reapply for future Tech901 courses.

Grading and Academic Progress

The overall approach to Tech901 coursework is Pass/Fail. Instructors will communicate expectations via the course syllabus during orientation for the course. All tests and exams are given to students via online assessment tools that provide students with scores and feedback on the assignment immediately after submission. Scores for these assignments are entered into an online gradebook which includes a student-facing portal. Using this portal, students are able to check on academic progress at any time. The student portal of the online gradebook is able to show students the breakdown of their academic progress, including scores for all assignments, and is updated by instructors on a weekly basis to ensure students have access to current information. To further inform students, instructors will schedule two individual conferences with each student, typically at the midpoint and near the completion of the course, to review and discuss academic progress.

All courses will include at least one graded test or project before the 25% completion mark of the course (e.g. week 3 in a 12-week course) to ensure students are able to withdraw and receive a refund according to the [Cancellation, Withdrawal, and Refund Policy](#).

Graduation Requirements and Certificate of Completion

Successful candidates of all courses will qualify for graduation having the following criteria:

1. Five (5) or fewer absences throughout the course
2. Average grade at or above 70% on all assignments for IT Professional or successful completion of 70% of assigned projects for Software and Web Development

Upon program completion/graduation, successful students will receive a Certificate from Tech901. No degree or credits are earned. See [TRANSFERABILITY OF CREDIT](#) information in this handbook for explicit details outlining our policy.

Course Retake Policy

Students who withdrew or did not pass a Tech901 course may repeat the course if they so choose. Tuition is expected to be paid in full for the retake. Students who withdraw or are administratively withdrawn due to attendance from two Tech901 classes will no longer be allowed to register for future Tech901 courses.

Course Materials

All course material has been reviewed and approved by the Tech901 Academy. Course materials include, but are not limited to: textbooks, slide decks, tests, quizzes, and exams. Course material costs are included in the price of tuition.

All materials used for course instruction, quizzes and homework is provided by an approved courseware vendor or created internally and approved by Tech901.

All Tech901 courses require the students' use of laptop computers in class. Tech901 owns approximately 30 laptops available for students' in-class use at no additional cost.

Certification Exams and Exam Vouchers

Programs in the The Tech901 [IT Professional Track](#) prepare students to take industry-recognized certification exams to help them secure entry-level information technology employment. Though highly recommended, successful completion of certification exams is not required for completion- or passing-of any course.

Further discounts of exam vouchers may be earned by students who meet certain benchmarks on course exams/progress. These expectations will be in the associated course syllabus.

Vouchers cannot be returned. All CompTIA voucher purchases are final. Vouchers are only available for use in North America. CompTIA Voucher Return Policy <http://www.comptiastore.com/returns.asp>

Exam	Full Retail Price	Tech901 Price
CompTIA A+: 220-1001	\$226	\$103
CompTIA A+: 220-1002	\$226	\$103
CompTIA Network+: N10-007	\$329	\$159
CompTIA Security+: SY0-501	\$349	\$221
CompTIA Project+: PK0-004	\$329	\$159

Job Placement Assistance

Tech901 will use its best efforts to introduce students to prospective employers through some combination of classes, soft skills training, resume development, and sponsored recruiting events; however, Tech901 cannot

guarantee that students will receive job offers. Tech901 will identify partner companies to attend recruiting events and interview students for open positions.

It will be entirely at the student's discretion whether to accept any job or contract that might be offered by Tech901 or its partners or to seek employment elsewhere.

Tech901 requests that graduates report new IT job placements via the my.tech901.org student portal or by sending an email to their instructors or the Academy Coordinator. As of the end of 2019, Tech901 students report new information technology positions with over 100 Memphis-area employers.

Administrative Policies

Media Release

Tech901 uses photos for marketing purposes. Students are given an option to opt-out via the Media Release Form and bear a shared-responsibility for avoiding being in photos.

Nondiscrimination Policy

Tech901 does not discriminate and shall admit applicants and students of any gender, age, race, color, national and ethnic origin, religion, sexual orientation, or handicap and afford them all the rights, privileges, programs and activities generally accorded or made available to the students. Tech901 does not and shall not discriminate on the basis of gender, age, race, color, national and ethnic origin, religion, sexual orientation, disability, or any other protected class in the administration of its educational and admissions policies, scholarship and loan programs, and other school-administered programs.

For all concerns, contact:

Executive Director
Tech901
PO Box 771169
Memphis, TN 38177

Learning Differences and/or Disabilities

We invite individuals who have a learning difference and/or disability to contact Tech901 administrative staff should they require assistance with applying or interviewing for the program. Further, students who are selected for the program are encouraged to meet with the Executive Director prior to enrollment to arrange appropriate accommodations as needed.

Service Animals

Tech901 allows service animals. No other animals are permitted at Tech901. Please see the Executive Director for more information.

Personal Property

Tech901 expressly disclaims all liability and responsibility of every kind and nature whatsoever for any loss, theft, damage, destruction, or other casualty to any personal property of any kind owned by any student,

visitor, or other. Students are advised and warned they must personally take full and complete responsibility for safekeeping of all their property on Tech901 premises.

Inclement Weather Policy

Tech901 will follow the Shelby County School closures as they relate to weather conditions. Please monitor television and radio stations for information should these conditions arise.

Should inclement weather prevent classes from meeting more than two times, class meetings will be made up within the same scheduled days and times during the week(s) following the course end to fulfill the required number of class hours.

Emergency Procedures

If an emergency of any type occurs while Tech901 is open and an evacuation of the school is indicated, please stay calm and follow the directions of the staff and immediately leave the premises. Do not stop to collect personal belongings or complete activities. School instructors and the Executive Director will monitor the situation to ensure that any such process is handled in a calm and safe manner.

Tobacco Cigarette/Smoking Policy

Tech901 is located in the Crosstown Concourse, which is designated as a smoke-free site. Students must follow the policies of the Crosstown Concourse when on campus.

Drug Free Workplace and School

Tech901 forbids the use, possession, distribution or sale of illegal drugs by students, instructors, or administration anywhere within the school facilities or on campus grounds. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs, may be subject to criminal prosecution. Illegal possession or use of controlled substances on school property is cause for immediate dismissal.

Grievance Policy

All grievances must be registered with the Executive Director of Tech901.

Tech901
1350 Concourse Ave, Suite 375
Memphis, TN 38104
(901) 881-2677

The Executive Director will acknowledge all grievances as soon as possible upon receipt. The Executive Director will answer the grievance via email within two weeks of receipt.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Tennessee Higher Education Commission
Division of Postsecondary State Authorization Parkway Towers, Suite 1900
Nashville, TN 37243-0830
615-741-5293