

**ATLANTA ELECTRICAL
JOINT
APPRENTICESHIP AND TRAINING COMMITTEE**



APPRENTICESHIP AGREEMENT

And

Student Handbook

AEJATC

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Code of Conduct And Policies Overview

The AEJATC has established the rules, regulations and procedures found in the Student Code of Conduct and Policies to promote the JATC Mission and to protect the rights of students, faculty and staff. The official rules and regulations of the AEJATC (Student Code of Conduct and Policies) are contained in the AEJATC Student Handbook. Student membership in the AEJATC community provides certain rights and requires certain obligations that are defined in this Code. It is expected that students will understand and exercise their own rights, fulfill their obligations and respect the rights of others. It is also the obligation of each student to take all steps necessary to become familiar with, to understand and to agree to comply with AEJATC rules, regulations and policies. Lack of knowledge of a regulation or policy will not be accepted as an excuse for failure to observe it.

SECTION 1**CITIZENSHIP WITHIN THE AEJATC COMMUNITY****1.1****Membership Rights and Obligations**

Membership as a student, faculty member or staff member in the community known as the Atlanta Electrical Joint Apprenticeship and Training Center is a privilege and carries with it obligations to participate in and contribute to the educational mission of the institution. Concurrent with these obligations are rights and freedoms for each individual as guaranteed by the United States Constitution including, but not limited to, the right to inquire, to learn, to communicate by speech and action, to assemble peaceably and the right to due process. The AEJATC desires to maintain an orderly climate in which academic inquiry and freedom may occur. The students and the JATC have a reciprocal obligation to preserve that freedom and to protect the rights of all members of the AEJATC community.

1.2**Separate Body of Rules**

All students are members of the larger community of the city, state and nation and, as such, enjoy the rights of citizenship. Student status does not, however, protect a student from arrest and prosecution for violations of local, state or federal laws. In addition, students may be sanctioned by the AEJATC as well as by the courts for violation of certain laws. However, the relationship a student has with the courts does not alter the student's relationship with the AEJATC unless the student is also judged guilty of violating the regulations of the AEJATC.

1.3**Purpose of the AEJATC Experience**

The AEJATC endeavors to promote the advancement of knowledge through excellence in classroom instruction as well as quality on-the-job training. The AEJATC also endeavors to develop in each student a respect for the dignity and worth of individuals; a desire and capacity for critical reasoning; an appreciation and understanding of scholarship and creativity; an appreciation of diversity in student life; the ability to communicate; and a continuing desire for knowledge.

Training Overview

Your training consists of two equally important areas, classroom training, and on-the-job training. You can successfully complete this program only with satisfactory performance in both areas

SECTION 2

AEJATC GENERAL POLICY OUTLINE

2.1

GENERAL REQUIREMENTS

A.

Completion

For an apprentice to satisfactorily complete the requirements of this program and become a qualified journeyman electrician, an apprentice must:

- (a) Satisfactorily complete a minimum of 8,000 hours on-the-job training, working the minimum required man-hours as set forth by the JATC.
- (b) Satisfactorily complete all required related studies in the school provided by the JATC.
- (c) Have satisfactory evaluations for on-the-job training and school requirements during the term of apprenticeship.
- (d) Comply with all other rules and regulations as set forth by the JATC.

B.

Repeat

No apprentice shall be permitted to repeat more than once during the five years of apprenticeship. An apprentice returning from a suspension is classified as repeating. Once suspended, a policy violation causing another suspension will result in the apprentice’s cancellation from the program.

C.

Advancement

An apprentice shall be advanced to the next period only when schoolwork, including the completion of OSHA 10, on-the-job training and all required reports and evaluations have been successfully completed to the satisfaction of the committee.

2.2

ON-THE-JOB TRAINING

A.

Description

A year of apprenticeship on-the-job training is defined in terms of man-hours worked. The minimum number of man-hours required each year may be amended by the JATC. On-the-job training hours are designed to measure the amount of time spent by an apprentice in practical job-site learning and application of knowledge and skills. As a result, overtime hours are counted as straight time hours for purposes of OJT credit.

B.

Upgrade Hours

(a) An apprentice will be eligible for upgrading on the following minimum work and school hours schedule:

Probationary Period	Work Orientation = receive 1 st Year apprentice classification and work assignment								
	90-Day On-The-Job Evaluation Period								
	School Orientation = class assignments, purchase books								
	Period	School Hours Satisfactorily Completed				and	On-the-Job Training Hours Satisfactorily Completed	=	Advancement
		Year	Semester	Semester Hours	Total Class Hours				
	1	1	1	90	90	and	800 hours OJT (total of 800)	advance to	2 nd Semester
	2	1	2	90	180	and	800 hours OJT (total of 1600)	=	Upgrade to 2 nd Year
	3	2	1	90	270	and	800 hours OJT (total of 2400)	advance to	2 nd Semester
	4	2	2	90	360	and	800 hours OJT (total of 3200)	=	Upgrade to 3 rd Year
	5	3	1	90	450	and	800 hours OJT (total of 4000)	advance to	2 nd Semester
6	3	2	90	540	and	800 hours OJT (total of 4800)	=	Upgrade to 4 th Year	
7	4	1	90	630	and	800 hours OJT (total of 5600)	advance to	2 nd Semester	
8	4	2	90	720	and	800 hours OJT (total of 6400)	=	Upgrade to 5 th Year	
9	5	1	90	810	and	800 hours OJT (total of 7200)	advance to	2 nd Semester	
10	5	2	90	900	and	800 hours OJT (total of 8000)	=	Graduate and Upgrade to JW	

(b) If the minimum number of hours is not accomplished by the end of the month, the upgrade will be awarded on the first pay period of the month following the completion of the hourly minimum. Upgrades are usually issued with effective dates of April 1st and October 1st of each year for those who have met all requirements for upgrade on time. Apprentices who are not eligible to receive their upgrade on time will be upgraded as they become eligible.

SCHOOL REQUIREMENTS**A. Grade Average**

(a) The minimum grade required to pass (tests and average) is 75.

(b) If at any time the student's average falls below 75 or he/she scores below 75 on a test, he/she is strongly encouraged to attend an evening study session each week until the grade is brought up to 75 or higher.

(c) If the end of semester average is below 75, the student will be required to repeat that semester, unless the student is already repeating, in which case the student will be dropped from the program

(d) Anytime it becomes apparent that an apprentice's grades are so low he/she cannot pass the semester, he/she will be suspended from classes until the beginning of the next school term unless he/she is already repeating, in which case he/she will be dropped from the program

B. Attendance

(a) An apprentice must attend classes in the subjects provided during the term of their apprenticeship at the school provided by the JATC.

1. Schedule: Apprentices will be scheduled to attend class a minimum of one eight (8) hour day every two weeks each semester. Apprentices must attend class when scheduled.

2. Work vs. School: Work is not an excuse for missing scheduled classes.

3. Absences: Students will be allowed two (2) absences, for emergencies, each semester. Should a student have more than two (2) absences in a semester, for whatever reason, that student will be required to repeat that semester unless already repeating. If repeating, the student will be canceled.

4. Carryover: Absences not used during one semester will not carry over to another semester. Only two (2) absences will be allowed each semester.

5. Tardy: Students are expected to be in class on time. Up to 15 minutes late is considered tardy. Three (3) incidents of being tardy will be counted as one absence. Over 15 minutes late is considered absent.

6. Homework: failure to complete assigned homework before class will result in an absence for that day (see below).

C. Homework

Homework must be completed as assigned. Should an instructor discover, either through a random, or pre-scheduled homework check, that a student has not completed his/her homework, that student shall be counted absent for that class session. Although the instructor may elect to allow the student to audit a portion of that day's class, the student shall not be allowed to participate in testing for that class session.

D. Testing

(a) Tests will be taken as scheduled. Test time will be limited to two (2) hours per test. Students missing a scheduled test shall not be allowed to attend class until the missed test has been made up. All absenteeism policies apply. **Missed tests are to be made up in Study Hall at 5pm on Tuesday or Thursday of the week between the student's normal classes. Study Hall is not scheduled on holiday or break weeks when day classes are not in session.**

(b) The curriculum is divided into two (2) semesters each year. In each semester there will be six (6) Section Grades and a Semester Exam. Each Section Grade will consist of a Section Test (90% of the total Section Grade), and a Classroom Grade (10% of the total Section Grade). Classroom Grade requirements will be outlined in each instructor's class syllabus provided at the beginning of class. Semester Exams will be given at the conclusion of each semester. The Semester Exam will count as 25% of the total Semester Grade, with the combination of the six Section Grades counting as 75% of the total Semester Grade.

2.4**EMPLOYMENT****A. Discharge/Quit**

The apprentice shall not leave his/her employment without consulting the Training Director. Anyone who quits without the consent of the Training Director shall be summoned for disciplinary action, up to and including dismissal from the program.

B. Work Habits

Apprentices are expected to work full time if work is available and exhibit other good work habits.

C. Discharge for Cause

An apprentice who is terminated by an employer shall face disciplinary action up to and including dismissal from the program.

D. Report after Discharge

An apprentice who is discharged by an employer for any reason is required to report, in person, to the Apprenticeship Office WITHIN TWO (2) WORKING DAYS after discharge or face disciplinary action up to and including dismissal from the program.

E. Maximum Number of Discharges

An apprentice who is TERMINATED BY THREE (3) EMPLOYERS shall be dismissed from the program.

F. Medical Leave

An apprentice who is unable to work because of medical problems shall submit documentation to the JATC immediately upon disability. Before returning to work, the apprentice must furnish the Training Director and the employer a release to return to work. An apprentice who is on MEDICAL LEAVE shall furnish the Training Director with a doctor's statement of current medical condition at least EVERY THIRTY (30) DAYS.

G. Substandard Performance

During the PROBATIONARY PERIOD (1st Year classification), any termination or any substandard performance on the job or in related training may be cause for immediate dismissal from the program.

2.5**IDENTIFICATION CARDS**

The Apprenticeship Committee shall present an apprenticeship identification card on approval of apprenticeship agreement. The apprenticeship identification card shall show the period of apprenticeship and wages the apprentice is to receive.

2.6**CONDUCT****A. Appearance**

Apprentices shall present as neat, clean, and orderly appearance as is possible in keeping with the job. Proper attire shall be full-length pants and full-length shirt with a minimum of 4" sleeves, shoes appropriate to the environment, and there shall not be obscene or suggestive language on articles of clothing.

B. Respect of Property

All students will treat the school as a professional place for learning. There shall be no abuse of the school grounds or property or disciplinary action shall be taken up to and including dismissal from the program.

2.7**RESPONSIBILITY****A. Committee Meeting**

No apprentice shall be denied the right to appear before the committee at its next regular meeting. When an apprentice is summoned before the committee and fails to answer the summons, he/she must show cause or face disciplinary action up to and including dismissal from the program.

B. Driver's License / Transportation / Work Assignments

Students must maintain a valid driver's license and dependable transportation to remain in the program. Work assignments are not optional and must be accepted as assigned by the JATC. Requests for exceptions must be made in writing AFTER reporting to the assigned work. Work may be assigned in any of the following counties in Georgia: Banks, Barrow, Bartow, Butts, Carroll, Chattahoochee, Chattooga, Cherokee, Clarke, Clay, Clayton, Cobb, Coweta, Dawson, DeKalb, Douglas, Elbert, Fayette, Floyd, Forsyth, Fulton, Gwinnett, Habersham, Hall, Haralson, Harris, Heard, Henry, Jackson, Lumpkin, Madison, Marion, Meriwether, Morgan, Muscogee, Newton, Oconee, Oglethorpe, Paulding, Pickens, Pike, Polk, Quitman, Rockdale, Schley, Spalding, Stewart, Talbot, Taylor, Towns, Troup, Union, Walton, Webster and White; and the following counties in Alabama: Barbour, Chambers, Henry, Lee, Russell. Refusal of a work assignment or failure to maintain driver's license and dependable transportation will result in cancellation of apprenticeship.

2.8**ALCOHOL AND DRUGS****A. Possession, Use or Selling**

There will be no alcoholic beverages or non-prescribed drugs of any kind brought into or used on the school premises or job sites; any apprentice reporting to the job or the school under the influence of such will face disciplinary action. Upon conviction of possession, use or selling of non-prescribed drugs, the apprentice will be automatically dismissed from the program. All apprentices will be tested with each new job assignment by the JATC.

B. Positive Test

If an apprentice tests positive for a controlled substance, due to an employer's drug screen or the JATC's drug screen, the apprentice will be terminated from work and suspended from school. All parties involved will be notified of the test results.

C. Rehabilitation

The apprentice will be given an opportunity to enroll in an approved substance abuse rehabilitation program (minimum thirty (30) days duration) within thirty (30) days of the suspension date, at his/her expense. Documentation of enrollment must be submitted to the JATC office within thirty (30) days of the suspension date.

Official documentation must be provided to the Training Director's office upon enrollment and upon completion of the approved substance abuse program.

When the rehabilitation period is complete, as recommended by the counselor, a drug test will be required, with a negative result, at the apprentice's expense to insure that the apprentice is drug free. With the final approval of the committee, that apprentice will be reinstated to continue on-the-job training with related training phases of the program beginning with the next school term. If the apprentice fails to comply with the Atlanta Electrical JATC policy on substance abuse, he/she shall be dismissed from the program. If at any time during the remaining term of his/her apprenticeship, the apprentice tests positive as a result of a drug test, he/she shall be automatically dismissed from the program.

CODE FOR ACADEMIC RESPECT

An environment that celebrates excellence in education is founded on respecting others rights and on respecting educational excellence. Faculty members, whose experience, training, and expertise attest to their commitment to maintaining such an environment, must ensure that this environment of respect pervades their classrooms. Therefore, they must take disciplinary action when a student's behavior adversely affects the classroom's aim; to foster educational excellence. Consequently, they must be the undisputed judges of what constitutes respectful classroom behavior. The following examples of honorable behaviors do not constitute a complete list; they are merely illustrations of some classroom expectations:

Respecting Others' Educational Rights

Students will abide by class policies and practices and not demand exemptions.
Students will submit their own work not the work of others.
Students and teachers will be addressed respectfully.
General rules of social etiquette will be followed in speech and other behaviors.

Respecting Educational Excellence

Assignments will be completed on time.
The work submitted will be of high quality.
Students will be on time for classes.
Students will accept the consequences of their successes and failures.
Class time will be used appropriately.
Students will be attentive.
Students will participate appropriately.
Students will pursue and examine knowledge for its own sake.

Appeals of Disciplinary Action

Disciplinary action taken by the Training Director's office may be appealed to the Apprenticeship Committee. Appeals of disciplinary action must be made in writing through the Training Director's Office within 7 business days of the effective date of the disciplinary action.

SECTION 3**SUMMARY OF STUDENT CONDUCT RULES****3.1****Notice and Applicability**

Students are expected to know and follow all rules and regulations of the AEJATC as published in the AEJATC Student Handbook each semester. In addition, any visitor to campus who violates the Code of Conduct contained in the Student Handbook may be removed from AEJATC property immediately.

3.2**Encouraged Values and Behaviors**

To provide the foundation for a dynamic training environment and to prepare students for responsible citizenship, the AEJATC promotes and encourages its students to develop the five following values: honesty, fairness, respect, responsibility and trust.

3.3**Prohibited Personal Behavior**

Lewd, disorderly, disruptive, obscene conduct, drunkenness, gambling and/or the use, possession, manufacture and/or distribution of illegal drugs is prohibited on property belonging to or controlled by the AEJATC. This section applies to students and non-students alike.

3.4**Disruption**

Students may peacefully assemble but may not assemble to disrupt or obstruct. Students may not obstruct or disrupt authorized or scheduled activities of the AEJATC (e.g. teaching, instructional, research, disciplinary or public service activities). Students also may not obstruct or disrupt the business or administrative operations of the AEJATC.

Disruption: Cellular Phones, PDAs and Communication Devices

Student possession of a cell phone/PDA/communication device in any classroom, lab area or public area adjacent to classrooms is prohibited. Violation of this policy will result in the student being charged with an absence. All absenteeism policies apply (see page 10 for absenteeism policy). Students should inform close relatives that in case of emergency on their class day they should contact the JATC office at (404) 523-5400 extension 10.

3.5**Abuse or Threat**

Students may not verbally abuse, physically abuse, or threaten physical abuse to other students, visitors, or any member of the AEJATC community. The AEJATC may immediately remove or suspend from class or AEJATC owned/supervised property any person whom it is reasonably believed may pose a threat to the health, welfare, or property of students and members of the AEJATC community or visitors to the AEJATC campus.

3.6**Damage of Property and Theft**

Students may not take or damage property belonging to the AEJATC, any visitor or any member of the AEJATC community.

3.7**Weapons**

Weapons are prohibited at all events sponsored by any element of the AEJATC community and are prohibited in, on or within 1000 feet of any property owned or controlled by the AEJATC. Certified law enforcement officers may carry weapons as permitted for purposes of fulfilling their official law enforcement duties.

3.8

Documents and False Statements

Falsification, alteration, fabrication or misuse of AEJATC records, forms and other documents is prohibited. In addition, any false statement or misleading information, including omissions, to AEJATC officials or Boards is prohibited.

3.9

Identification to Authorities

Students must identify themselves when requested by any properly identified employee of the institution and comply with reasonable requests of these employees who act in the performance of their duties.

- 3.10 Use of Facilities**
Students may not enter or use AEJATC facilities except where authorized or upon reservation through the proper channels.
- 3.11 Violation of Law**
Violation of law on AEJATC property is prohibited. A student who is charged with or indicted for a felony or crime involving moral turpitude, in any jurisdiction, may be suspended pending the disposition of the criminal charges against the student. Upon request, the student shall be accorded a hearing to establish that continued presence as a member of the student body will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution. Upon conviction of the criminal charges, the student shall be subject to AEJATC disciplinary action up to and including dismissal from the program.
- 3.12 Failure to Respond**
Failure to respond as directed by the Training Director or his designee on any matter including, but not limited to, a request to meet concerning an issue, or a notice alleging a violation of the Student Code of Conduct contained in the Student Handbook, may result in the immediate placement of a hold on the involved student's records. Further, sanctions up to and including suspension or dismissal from the program may be imposed in the student's absence should the student fail or refuse to respond.
- 3.13 Non-Compliance with Sanctions**
Failure to comply with the sanction(s) imposed by the Training Director will be a further violation of the Student Code of Conduct contained in the Student Handbook.

SECTION 4**HAZING**

- 4.1 Introduction**
The AEJATC strictly adheres to state legislation outlawing hazing.
- 4.2 Definition**
To haze means to subject a student to an activity that is likely to endanger the physical health and/or mental health of a student, regardless of the student's willingness to participate in such activity. Hazing is prohibited.
- 4.3 Examples**
Some examples of hazing are: (1) acts that cause undue discomfort or bodily harm; (2) acts involving psychological mistreatment including acts of personal servitude or humiliation; (3) acts that endanger the life or health of students; and (4) acts that interfere with class schedules or academic pursuits.

SECTION 5**DISCRIMINATION AND HARASSMENT**

- 5.1 Discrimination**
The AEJATC will not tolerate discrimination on the basis of race, gender, sexual orientation, age, disability, national origin or religion. Every student and employee in the AEJATC community has the obligation not to engage in any unlawful discrimination.
- 5.2 Discriminatory Harassment**
Discriminatory harassment by any member of the AEJATC community is prohibited. Discriminatory harassment is defined as speech or conduct that; (1) is addressed directly to the individual(s) whom it insults or stigmatizes; and (2) the speaker knows or reasonably should know would constitute fighting words. Fighting words are words, pictures or other symbols that, by virtue of their form, are commonly understood to convey direct and visceral hatred or contempt for other human beings and would naturally tend to provoke acts of violence or imminent harm.

This policy recognizes the protection for free speech that is guaranteed by the First Amendment of the Constitution, while at the same time protecting the dignity and worth of diverse individuals. Harassing behavior can seriously interfere with the work or study performance of the person(s) to whom it is addressed.

In determining whether or not an act constitutes harassment, the AEJATC will carefully review the totality of the circumstances that pertain to any given incident. Among the factors that will be considered are: repetition or patterns of objectionable behavior; intent of the behavior; location of the behavior; and the degree to which the behavior is commonly considered to be demeaning to members of the group in question.

The above information is for description purposes only and should not be construed as the complete policy.

5.3

Sexual Harassment

Sexual harassment of any member of the AEJATC community is prohibited and will subject the offender to possible disciplinary action after compliance with procedural due process requirements. Sexual harassment is prohibited by state and federal law.

5.4

Resolution

Members of the AEJATC community who believe they have been discriminated against or harassed by another student should first consult with the Training Director or the Assistant Training Director for direction in achieving an informal solution. If an informal solution cannot be found, the complainant may choose to consult with the Training Director for direction in filing a formal complaint. Students who believe they have been discriminated against or harassed by someone who is not a student should consult AEJATC harassment policy and procedures, available at the AEJATC Office.

SECTION 6

USE OF ILLEGAL SUBSTANCES

6.1

Introduction

The use, consumption and possession of any narcotic, dangerous drug or controlled substance by any student or employee who does not have a valid prescription are strictly prohibited. The unlicensed distribution, manufacture or sale of any narcotic, dangerous drug or controlled substance by a student or employee of the AEJATC is strictly prohibited.

6.2

Sanctions

Refer to Section 2.8.

SECTION 7

POLICY ON ACADEMIC HONESTY

7.1

Introduction

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The AEJATC assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

The AEJATC's policy on academic honesty is published in the Student Handbook, which is available to all members of the AEJATC community. The policy represents a core value of the AEJATC and all members of the AEJATC community are responsible for abiding by its tenets. Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. All members of the academic community, including students, faculty, and staff, are expected to report violations of these standards of academic conduct to the appropriate authorities.

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisors, and other members of the AEJATC community any questions pertaining to the provisions of this policy.

7.2

Definitions and Examples

The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions, which also will be judged unacceptable by the academic community.

Plagiarism

Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the internet, or other computer based resource without properly referencing the source (for example, the URL) is considered plagiarism. A complete reference is required in order that all parties may locate and view the original source. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Exams

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, or "crib sheets" during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination, if such collaboration is specifically forbidden by the faculty member.

Unauthorized Collaboration

Submission for academic credit of a work product, or a part thereof, represented as its being one's own effort, which has been developed in substantial collaboration with assistance from another person or source, or computer based resource, is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by a faculty member is allowed.

Falsification

It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

Multiple Submission

It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

7.3**Evidence and Burden of Proof**

In determining whether or not academic dishonesty has occurred, the standard which should be used is that guilt must be proven by a preponderance of the evidence. This means that if the evidence indicating that academic dishonesty occurred produces a stronger impression and is more convincing as to its truth when weighed against opposing evidence, then academic dishonesty has been proved. In other words, the evidence does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Evidence as used in this statement can be any observation, admission, statement, or document which would either directly or circumstantially indicate that academic dishonesty has occurred. Violations of the policy on academic honesty will result in immediate dismissal from the program.

SECTION 8 SCHOLARSHIP LOAN AGREEMENT

8.1

General

Beginning with the September 2005 2nd year class, each apprentice shall be required to sign a scholarship loan agreement at the beginning of his/her 2nd, 3rd, 4th and 5th year of apprenticeship. This requirement will not extend to the 3rd through 5th year classes already in session as of September 2005.

SECTION 9 TRAINING FACILITIES

9.1

Training Facilities

The AEJATC Training Facility consists of three buildings: The Training Center building, the Auditorium and the IBEW building.

The Training Center building is the single floor building containing AEJATC offices, classrooms and lab rooms. Vending machines and restrooms are available in this building.

The Auditorium building is a two floor building housing the IBEW Auditorium as well as two AEJATC classrooms located upstairs. Restrooms are available in the front and rear of this building.

The IBEW building is the five floor building with the peach sign on top. The AEJATC currently has classrooms on the 4th floor of this building. Access to the classrooms is gained by using the elevator immediately to your left as you enter the main entrance of the building. For access to the classrooms on the 4th floor, once you exit the elevator on the 4th floor, the AEJATC classrooms are directly to your left down the hall. Restrooms are available on each floor and a vending area is available in the lobby.

APPENDIX A: BOOK MONEY INCENTIVE POLICIES

Classes starting March 2004 and after:

The JATC will pay for half the cost of each 1st year student's books (this does not include those repeating). If the student completes the year with an 85 or above average, the student will receive their next year of books at half cost. If the student's year-end average is below 85 (84.9 or lower), the student will be required to pay full cost for that set of books. Books must be purchased before the first day of class. Students may not attend class without having purchased books. All absenteeism policies apply.

STUDENT POLICIES STATEMENT OF UNDERSTANDING

By my signature below I acknowledge that I have received the Atlanta Electrical JATC Student Handbook and that I understand that it is my obligation to take all steps necessary to become familiar with, to understand and to agree to comply with Atlanta Electrical JATC rules, regulations and policies as outlined in the Atlanta Electrical JATC Student Handbook. I also understand that lack of knowledge of a regulation or policy will not be accepted as an excuse for failure to observe it.

I understand that I can obtain a copy of the Atlanta Electrical JATC Student Handbook from the Atlanta Electrical JATC office during normal business hours.

Signature: _____

Print Name: _____

Date: _____