



IMPORTANT DATES

SUMMER & FALL 2021

All Summer 2021 Grades Due (10:00 AM Deadline)	August 2
Fee Payment/Enrollment Confirmation Deadline	August 17
Open Advisement & Registration	August 18
Business Office Purge	August 18
Last Day for 100% Refund	August 18
Fall 2021 Classes Begin	August 19
Fall 2021 TN eCampus Classes Begin	August 23





RECORD RETENTION & DISPOSAL

Records Management: Tennessee Tech policy and state law guide how long to retain records at Tennessee Tech. *NOTE: the retention period is not a minimum or a suggestion; it is policy and should be followed exactly.*

Policy 113 outlines our university's policy and state law regarding types of records, those responsible for those records (or those coordinating the maintenance and disposal of those records) and lists a schedule (so conveniently!) to help you and your department learn the complete process on how and what to maintain, as well as how and when to dispose.

Pro Tips:

- Schedule an annual event on your calendar at a less busy time to remind you to dispose of records that are due to be purged.
- When in doubt, use the Cintas bin or the shredder. Just keep in mind when shredding that certain types of sensitive records require a certain type of shredder!
- Check with the Library to see which types of documents should also have a copy archived.

FERPA

Annual notices regarding students' privacy will go out to all students this August as part of our University's annual reminder. You can check out FERPA facts anytime on our website. You can also request FERPA training for your department as well!



GRADUATION

- The Spring 2022 graduation application deadline is September 1, 2021.
- All future ceremonies will be held on the Friday after finals, and will no longer be held on Saturdays as in the past.

Employee

SPOTLIGHT

Amanda Dodson



Amanda is currently seeking her Masters degree in Clinical Mental Health Counseling. She loves hiking, kayaking and camping. She is overly obsessed with plants of all kinds. And, she unapologetically listens to Christmas music all year-round. Her favorite part of working in our department: My office ladies! Each of them is so kind and hardworking, and make the environment fun and enjoyable. I really enjoy helping the students finish up their college journey and love to see all their hard work pay off.