



**TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY**  
ONEIDA/HUNTSVILLE



# STUDENT HANDBOOK

TCAT ONEIDA/HUNTSVILLE



**MAIN CAMPUS**

355 Scott High Drive  
Huntsville, TN 37756  
(423) 663-4900

**EXTENSION  
CAMPUS**

180 Eli Lane  
Oneida, TN 37841

**INSTRUCTIONAL  
SERVICE CENTER**

701 N Main Street  
Jamestown, TN 38556

[www.tcatoneida.edu](http://www.tcatoneida.edu)

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## Faculty and Staff

### Administrative & Support

Dwight E. Murphy ..... President  
Amy R. West ..... Vice President  
Rae Ellis ..... Practical Nursing Coordinator  
Jennifer Trammell ..... Coordinator of Student Services  
Noah Duncan ..... Student Success Coach  
Patricia Davis ..... Account Clerk III  
Nancy Boles ..... Financial Aid Assistant  
Kimberly Kidd ..... Admissions & Records Lead Worker  
Michael Smith ..... Maintenance  
Brian Armstrong ..... Maintenance  
Michelle Terry ..... Secretary I  
Amy Lyons ..... Business Office

### Program Instructional Staff

Janet Watson ..... Administrative Office Technology  
Danny Norman ..... Automotive Technology  
Jimmy Baird ..... Automotive Technology (Secondary)  
Wayne Todd ..... \* Collision Repair Technology  
Rodney Stephens ..... Computer Information Technology  
Jayne Roysden ..... Cosmetology  
Jared Terry ..... Machine Tool Technology  
Nash Strunk ..... \* Pharmacy Technology  
Darrell Evans ..... \* Power Line Construction and Maintenance  
Robin Reed ..... Practical Nursing  
Jade Kidd ..... \* Practical Nursing  
Patricia Walls ..... Technology Foundations  
Christopher Chambers ..... Welding Technology

### Adjunct Instructional Staff

Dennis Wright ..... \*\*Automotive Technology (Secondary)  
Fonda King ..... Nursing Aide  
David Alcorn ..... \* Power Line Construction and Maintenance

\* Programs are located at the Oneida Extension Site, 180 Eli Lane, Oneida, TN 37841.

\*\* Program is located at the Jamestown Instructional Service Center site, 701 N. Main Street, Jamestown, TN 38556.

## Roster of Instructional Staff

NAME	PROGRAM	MOST ADVANCED DEGREE	YEAR OF EMPLOYMENT	EXPERIENCE		TEACHING LOAD/HOURS PER WEEK
				Field	TCAT	
Janet Watson	Administrative Office Technology	B.S. in Business Administration	1992	5 years	26 years	37.5 hours
Danny Norman	Automotive Technology	Automotive Technology Diploma ♦ ASE Master Technician	2018	7	4	37.5 hours
Jimmy Baird	Automotive Technology (Secondary)	ASE Certified in Engine Performance and Brakes	2006	27 years	12 years	37.5 hours
Dennis Wright	Automotive Technology (Secondary)	US Air Force Mechanic Training	2017	19	1	25 hours
Wayne Todd	Collision Repair Technology	Auto Collision Repair Technician Diploma ♦ ASE Master Technician	2001	28 years	17 years	37.5 hours
Rodney Stephens	Computer Information Technology	A.S. in Electrical Engineering ♦ 58 Hours toward an Associates in Computer Science / A+ & Network+ Certifications	2000	25 years	18 years	37.5 hours
Jayne Roysden	Cosmetology	Certified Instructor in Cosmetology ♦ ABCH Board Certified Hair Colorist, 2002 ♦ Cosmetology Training, Hair Academy, 1990	2007	25 years	11 years	37.5 hours
Jared Terry	Machine Tool Technology	Machinist I Diploma	2010	18 years	8 years	37.5 hours
Nash Strunk	Pharmacy Technology	Pharmacy Technician Certificate	2018	6 years		37.5 hours
Darrell Evans	Power Line Construction and Maintenance	IBEW Apprenticeship Lineman Program (Journeyman Lineman)	2016	27 years	2 years	37.5 hours
Robin Reed	Practical Nursing	B.S. in Nursing ♦ A.S. Liberal Arts ♦ CPR and SANE-A Certified	2006	22 years	12 years	37.5 hours
Jade Kidd	Practical Nursing	B.S. in Nursing ♦ CPR and BLS Certified	2007	13 years	11 years	37.5 hours
Patricia Walls	Technology Foundations	B.S. in Business Administration ♦ 9 Hours in Education	1989	9 years	29 years	37.5 hours
Christopher Chambers	Welding Technology	Combination Welder Diploma ♦ American Welding Society ♦ CWE & CWI Certification	2004	12 years	14 years	37.5 hours

# Calendar

## Tennessee College of Applied Technology Academic Year 2018-2019

### Fall 2018 Trimester

Labor Day Holiday (all students & staff) .....	September 3, 2018
Classes Begin .....	September 4, 2018
Student Holiday (all students) .....	October 12-15, 2018
Mid-term Enrollment.....	October 26, 2018
Student Holiday (all students) .....	November 21, 2018
Thanksgiving Holiday (all students & staff) .....	November 22, 2018
Administrative Closing (all students & staff) .....	November 23, 2018
Classes End .....	December 19, 2018
Student Holiday (all students) .....	December 20-21, 2018
Administrative Closing (all students & staff) .....	December 24, 2018
Christmas Holiday (all students & staff) .....	December 25, 2018
Administrative Closing (all students & staff) .....	December 26-31, 2018

### Spring 2019 Trimester

New Year's Holiday (students & staff) .....	January 1, 2019
Student Holiday (all students) .....	January 2, 2019
Classes Begin .....	January 3, 2019
Martin Luther King Holiday (all students & staff) .....	January 21, 2019
Student Holiday (all students) .....	February 18, 2019
Mid-term Enrollment.....	February 26, 2019
In-service Training .....	March 11-15, 2019
Classes End .....	April 23, 2019
Student Holiday (all students) .....	April 24-30, 2019

### Summer 2019 Trimester

Classes Begin .....	May 1, 2019
Memorial Day Holiday (all students & staff) .....	May 27, 2019
Mid-term Enrollment.....	June 21, 2019
Student Holiday (all students) .....	July 1-3, 2019
July 4 Holiday (all students & staff) .....	July 4, 2019
Student Holiday (all students) .....	July 5-12, 2019
Classes End .....	August 23, 2019
Student Holiday (all students) .....	August 26-30, 2019

\*This calendar is subject to change at any given time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the College, including severe weather, loss of utility services, or orders by federal or state agencies.

**Student Right to Privacy**  
**STUDENT NOTIFICATION OF RIGHTS**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Students of the Tennessee College of Applied Technology have legal rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as well as the related regulations of the Department of Education. This law, also referred to as the Buckley Amendment, and the regulations provide that:

- ✦ A student has a right to inspect and review their educational records by submitting a written request to the Student Records Clerk. Within 30 days of the request, the Student Records Clerk will notify the student of the date and time when the records can be inspected.
- ✦ A student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the school official responsible for the record and clearly specify why it is inaccurate or misleading. If the school decides not to amend the record, the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.
- ✦ The Tennessee College of Applied Technology will obtain the student's written consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. A school official is a person employed by the institution in an administrative, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board, or a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.
- ✦ If a student wishes to authorize the release of records to other individuals, the student must complete the "Authorization to Release Information" form, available in the Student Services department. For security purposes, photo identification will be required in order to complete this form.
- ✦ Directory information such as name, address, date and/or place of birth, telephone number, course of study, participation in officially recognized activities, dates of attendance, awards earned, most recent previous educational institution attended, or other information of the type above specifically approved by the institution or school as acceptable directory information, may be disclosed unless the student submits a written request that such information not be disclosed. If a student wishes to restrict the release of directory information to outside agencies and schools, a "Confidentiality of Records" form must be completed and submitted to the Student Services department.
- ✦ A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. Contact information is provided below:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605



## Sex Offender Directory

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes **employed, enrolls as a student, or volunteers** at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at the Tennessee College of Applied Technology at the Student Services Office. Correspondence may be sent to the following address: Tennessee College of Applied Technology 355 Scott High Drive, Huntsville, TN 37756. Information is also available on the TBI's website listing of sex offenders located on the internet at <https://www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html> .

### Policy on Affirmative Action Title VI/Title IX/Section 504

Tennessee College of Applied Technology – Oneida/Huntsville (TCATOH) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by TCATOH. The following person has been designated to handle inquiries regarding non-discrimination policies: Amy West, Vice President, [awest@tcatoneida.edu](mailto:awest@tcatoneida.edu), 355 Scott High Drive, Huntsville, TN 37756, (423) 663-4900. The TCATOH policy on nondiscrimination can be found at <https://tcatoneida.edu/about/non-discrimination-statement> .

### Policy on Student Complaints

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at TCAT System Office, 1 Bridgestone Park, Nashville, TN 37214, or by going on line and filling out the form electronically at <https://www.tbr.edu/contacts/contact-tbr?id=2936>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350, telephone: 1-800-917-2081 ([www.council.org](http://www.council.org)).

Complaints of fraud, waste or abuse may be made by email at [reportfraud@tbr.edu](mailto:reportfraud@tbr.edu) or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

## **Policy Statement**

Tennessee College of Applied Technology provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of Tennessee College of Applied Technology, are qualified for teaching at a post-secondary level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, the Tennessee College of Applied Technology must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

Course offerings and requirements of the institution are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, we will give adequate and reasonable notice to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The institution reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

## **Governing Board**

The College System of Tennessee is the state's largest public higher education system, with 13 community colleges, 27 colleges of applied technology and the online TN eCampus serving approximately 100,000 students. The system is governed by the Tennessee Board of Regents.

## **Accreditation**

Tennessee College of Applied Technology is accredited by the Council on Occupational Education (a national accreditation association), 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350, (770) 396-3898. Membership with this accrediting agency assures that the school is maintaining up-to-date, quality training programs. The Automotive Technology is ASE certified by the National Institute of Automotive Service Excellence and accredited by the National Automotive Technicians Education Foundation (NATEF).

## **Mission and Vision**

### **Mission Statement**

The Tennessee Colleges of Applied Technology serve as the premier supplier of workforce development throughout the State of Tennessee. Tennessee College of Applied Technology Oneida/Huntsville will fulfill its mission by:

- Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;
- Contributing to the economic and community development of the communities served by training and retraining employed workers;
- Ensuring that programs and services are economical and accessible to all residents of Tennessee; and

- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

## Vision Statement

Tennessee College of Applied Technology will be a college which will incorporate the needs of students and the needs of present and future employers to train/educate individuals to be employed in the present and future job market. Tennessee College of Applied Technology will be a college of choice for students and employers. The methods and techniques used to deliver instruction will remain progressive and enhance individual achievement. Customer focused training will emphasize flexibility in content and scheduling. Enrollment of all categories of students will increase including full-time, part-time, high school, and custom training. Training will remain accessible and affordable for a wide range of students. The number of programs qualifying students for certification standards will increase. Professional development of faculty and staff will provide for state-of-the-art instruction and management of the College.

To meet these needs, the school provides the following training programs:

- Post-secondary Preparatory Training—Programs designed to prepare the student for successful employment in specific occupations. A Diploma or Certificate identifying the specific job title or proficiency level is awarded to the student. As most training activity at TCAT is in COE approved preparatory programs, Preparatory is the default value.
- Dual Enrollment Training—Instruction is provided for high school students from school systems for which a partnership exists as well as for home-schooled and private school secondary students. These students attend two to three hours each day and may articulate training hours into the post-secondary program upon high school graduation. Secondary training is available for all programs except Practical Nursing.
- Supplemental Training—Short-term training or a single course designed to upgrade or update an individual's skills. A supplemental certificate designating the number of clock hours earned in the course is awarded to the student.
- Special Industry Training—Instruction is developed to assist businesses and industries to provide special training to meet their needs.

## Admission Requirements





Tennessee College of Applied Technology shall admit applicants to all programs on a “first-come, first-serve” basis with the following minimum requirements. Practical Nursing and Cosmetology admission requirements follow guidelines specified by the certifying state agencies for those programs.

Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U. S. Bureau of Naturalization and Immigration.

All persons who are required to register for the Federal Draft under 50 U.S.C. App. Section 453 are not eligible to enroll in any post-secondary school until they have registered with selective service.








## General Admission Requirements

To be eligible for admission, applicants not enrolled in high school must:

 <p>Be 18 years of age or have a high school diploma, GED, or HiSET</p>	 <p>Complete and submit an Application for Enrollment</p>
 <p>Have a definite occupational goal</p>	 <p>Submit evidence of MMR and Varicella immunizations</p>

## Practical Nursing Admission Requirements

Practical Nursing applicants must:

 <p>Complete and submit the Practical Nursing Application for Enrollment</p>	 <p>Submit evidence of high school diploma, GED, or HiSET</p>
 <p>Meet the minimum qualifications of the HESI entrance exam</p>	 <p>Submit evidence of American Heart Association CPR certification</p>
 <p>Submit three work or character references</p>	 <p>Submit a health record (physician's examination report) and immunization records</p>
 <p>Attend an orientation session</p>	

## Cosmetology Admission Requirements

Cosmetology applicants must:



Be 18 years of age and completed at least the 10th grade with 10 high school credits or have a high school diploma or have obtained a score of at least 450 on the GED or HiSET equivalent



Complete and submit an Application for Enrollment



Have a definite occupational goal



Submit evidence of MMR and Varicella immunizations

## High School Dual Enrollment Admission Requirements

Through an agreement with the Tennessee College of Applied Technology and local school systems, high school juniors and seniors are eligible to dual enroll in one of the preparatory programs offered at the Tennessee College of Applied Technology except for Practical Nursing and Power Line Construction and Maintenance. Students will be required to complete and submit a **TN Dual Enrollment Grant Application** during registration. Students who are not eligible for the Tennessee Dual Enrollment Grant may be eligible for dual enrollment if they meet all admission requirements and pay the specified tuition/fees.

Once secondary students begin enrollment in a program, they must maintain a cumulative grade average of 80.5 (B) to continue to meet eligibility requirements under the Tennessee Dual Enrollment Grant. Students who do not maintain the required grade average may be permitted to re-enroll at the college; however, they will be required to pay the assessed tuition/fees.

## Instructional Programs

**NOTE:** Students in all programs are required to master each course specified in the program’s curriculum guide before he/she will be awarded a certificate or diploma.

### Administrative Office Technology

52.0402

Program Length: 12 Months

*Mission Statement: To offer every student the opportunity to develop the skills, knowledge, and attitudes leading to gainful employment in various areas in the office and administrative environment.*

The Administrative Office Technology (AOT) program includes individualized training in such areas as accounting, keyboarding, filing, general office procedures, telephone techniques, and machine transcription. Extensive computer training includes desktop publishing, word processing, spreadsheet, database, and Internet. Students receive practical experience on modern computers and office equipment. Related instruction is also given in English, spelling, and math. Training in AOT opens the door for a variety of career opportunities in the administrative, secretarial, accounting, clerical, and computer-related fields. This program is located at the main campus at 355 Scott High Drive, Huntsville, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
AOT 0001	Worker Characteristic	6
AOT 1005	Success Strategies	60
AOT 1010	Orientation & Safety	6
AOT 1021	Technology Foundations	30
AOT 1030	Keyboarding and Data Entry	90
AOT 1040	Office Procedures 1	120
AOT 1050	Computer Essentials	120

**General Office Assistant, Certificate**

AOT 0002	Worker Characteristic	6
AOT 2015	Word Processing Applications	114
AOT 2025	Spreadsheet Applications	114
AOT 2030	Office Procedures II	120
AOT 2045	Employability Skills	78

**Administrative Support Specialist, Certificate**

\*\*Courses above are prerequisites for each Diploma level. These must be completed before the Diploma can be awarded. Student will select from one of the three (3) Diploma levels below.

AOT 0003	Worker Characteristic	6
AOT 3010	Business Communications	108
AOT 3020	Customer Service	80
AOT 3030	Financial Functions	100
AOT 3040	Practicum & Simulations	138

**Administrative Assistant, Diploma**

# Administrative Office Technology

52.0402

AOT 0003	Worker Characteristic	6
AOT 3050	Accounting	214
AOT 3060	Payroll	106
AOT 3071	Computerized Accounting	106

**Accounting Assistant, Diploma**

AOT 0003	Worker Characteristic	6
AOT 3080	Medical Terminology	70
AOT 3090	Medical Ethics and Office Management	88
AOT 3100	Introduction to Medical Insurance	100
AOT 3110	Electronic Health Records	78
AOT 3120	Medical Practicum & Simulation	90

**Medical Administrative Assistant, Diploma**

# Automotive Technology

47.0604

Program Length: 20 Months

*Mission Statement: To offer every student the opportunity to develop the skills, knowledge and attitudes leading to gainful employment in the automotive field.*

This program prepares the student to achieve proficiency in repairing and diagnosing today's high-tech automobiles. With classroom instruction and *hands-on* experience, you can become a specialist in eight different areas of auto repair. Computerized, state-of-the-art equipment is used to provide the student with a thorough understanding of the factory approved methods of maintaining the automotive vehicle. The Automotive Technology training is adapted to the ASE (National Institute for Automotive Service Excellence) Certification tests. This program is located at the main campus at 355 Scott High Drive, Huntsville, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
AUT 0001	Worker Characteristic	6
AUT 1010	Brakes	210
AUT 1020	Suspension and Steering	216
<b>Brake and Chassis Technician, Certificate</b>		
AUT 0002	Worker Characteristic	6
AUT 2010	Engine Repair	210
AUT 2020	Heating and Air Conditioning	216
<b>Automotive Technician Apprentice, Certificate</b>		
AUT 0003	Worker Characteristic	6
AUT 3010	Electric & Electronic Systems	426
AUT 0004	Worker Characteristic	6
AUT 4010	Engine Performance	426
<b>Automotive Service Technician, Certificate</b>		
AUT 0005	Worker Characteristic	6
AUT 5010	Manual Drive Trains & Axles	210
AUT 5020	Auto Transmission & Transaxles	216
<b>Automotive Technician, Diploma</b>		



# Collision Repair Technology

47.0603

Program Length: 16 Months

*Mission Statement: To offer every student the opportunity to develop the skills, knowledge, and attitudes leading to gainful employment in the collision repair field.*

This program is designed to provide the student with a thorough understanding of the materials, methods, and refinishing techniques used in the repair and restoration of a damaged automobile body. Through classroom study, audiovisual presentations, and actual *hands-on* performance tasks, the student will learn the procedures necessary for the proper repair and refinishing of metal, fiberglass, and plastic components used in both unibody and conventional automobile construction. The student will also learn to use manufacturers' manuals and parts catalogs to estimate and repair damage to vehicles and to maintain records of work done. A career in the collision repair field is attractive because of relatively high wages and the challenge of skilled repair work. Technicians may find opportunities in a variety of areas such as in dealerships, self-employment, insurance, education, sales, and manufacturing industries. This program is located at the Oneida extension site at 180 Eli Lane, Oneida, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
CRT 0001	Worker Characteristic	6
CRT 1010	Safety	12
CRT 1020	Related Math/Tech Foundations	39
CRT 1030	Non-Structural Analysis and Damage Repair	375
<b>Non-structural Assistant, Certificate</b>		
CRT 0002	Worker Characteristic	6
CRT 2010	Advanced Non-Structural Analysis and Damage Repair	125
CRT 2020	Welding	94
CRT 2030	Structural Analysis and Damage Repair	207
<b>Non-structural and Structural Assistant, Certificate</b>		
CRT 0003	Worker Characteristic	6
CRT 3010	Advanced Structural Analysis and Damage Repair	119
CRT 3020	Mechanical and Electrical Components	200
CRT 3030	DAECS	75
CRT 3040	Workplace Skills	32
<b>Collision Repair Technician, Diploma</b>		
<b>Automotive Refinishing Technician, Diploma</b>		
CRT 0004	Worker Characteristic	6
CRT 4010	Painting and Refinishing	426
<b>Collision Repair and Refinishing Technician, Diploma</b>		

# Computer Information Technology

11.1006

Program Length: 20 Months

*Mission Statement: The Tennessee College of Applied Technology will provide business and industry with proficient IT associates trained in several aspects of computing including hardware, software, communications, and networking.*

Information Technology is the heart of most businesses and industries in today's workforce. The Computer Information Technology (CIT) program offers two curriculum options covering two certificate levels and a total of three advanced diploma areas. Individuals interested in industry recognized certifications such as [TestOut's PC Pro](#), [Network Pro](#), [Security Pro](#), [Windows Client Pro](#), [Windows Server Pro](#), [Cisco Routing Pro](#), [CompTIA's A+, Network+, Security+](#), [Microsoft's MTA](#) and [Microsoft's MCSA](#) or [Cisco's CCNA](#) (through our official [Cisco Networking Academy](#)), can enter the CIT—Computer Information Technology program. During the CIT program, students will not only achieve national recognized certifications but also will learn a range of invaluable interactive and hands-on IT skills from entry level PC terminology to advanced networking, virtual and cloud infrastructures. While pursuing industry sought certifications, enrolled students may take advantage of our onsite, worldwide recognized Pearson VUE certification testing center. Both the CIT Program and hosting the Pearson VUE testing center creates a unique and convenient opportunity providing the CIT student with both innovative IT training and IT certification testing at our TCAT Huntsville campus. The CIT course length is 20 months. This program is located at the main campus at 355 Scott High Drive, Huntsville, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
CIT 0001	Worker Characteristic	6
CIT 1010	Orientation and Safety	6
CIT 1011	Technology Foundations	30
CIT 1021	Computer Concepts	60
CIT 1031	Introduction to Applications	60
CIT 1041	Intro to Operating Systems	54
<b>Personal Computer Operator, Certificate</b>		
CIT 1051	Computer Hardware Foundations	216
CIT 2005	Computer System Support Foundations	210
<b>Technical Support Specialist, Certificate</b>		
CIT 0002	Worker Characteristic	6
CIT 2006	Networking Fundamentals	216
CIT 0003	Worker Characteristic	6
CIT 3001	Networking Fundamentals II	210
<b>Information Technology Network Support Specialist, Certificate</b>		
CIT 3002	Security Fundamentals	216
<b>Information Technology Security Specialist, Certificate</b>		
CIT 0004	Worker Characteristic	6
CIT 3010	Advanced Networking	426
<b>Information Technology System Support Specialist, Diploma</b>		
CIT 0005	Worker Characteristic	6
CIT 5001	Pro Networking	426
<b>Information Technology Systems Coordinator, Diploma</b>		

# Cosmetology

12.0401

Program Length: 15 Months

*Mission Statement: The mission of the Cosmetology program is to provide training in theory and clinical knowledge necessary for success in the Cosmetology industry. Instruction will provide the student with skills that will prepare them for the State Board of Cosmetology Licensing Exam and will qualify them for employment in the Cosmetology field.*

A cosmetologist performs, for compensation, arranging, dressing, curling, waving, cleansing, cutting, singeing, bleaching, coloring, or similar work on the hair. A cosmetologist may care for or service wigs or hair pieces; manicure, massage, clean, stimulate, manipulate, exercise, beautify, or perform similar work upon the hands, arms, face, neck, or feet with hands or by use of cosmetic preparations, tonics, lotions or creams; place or apply artificial eyelashes, give facials, apply make up, give skin care, or remove superfluous hair by tweezing, depilatories, or waxing. Students enrolled in the course will be required to complete 1,500 hours in practice and theory at the Tennessee College of Applied Technology. Upon completion of the program, the students will be required to pass a written and practical examination for licensure. The Cosmetology program is located at the main campus at 355 Scott High Dr, Huntsville, TN.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
COS 0001	Worker Characteristic	6
COS 1010	Orientation	8
COS 1020	Sterilization, Bacteriology	30
COS 1030	Anatomy and Physiology I	10
COS 1040	Shop Ethics and Salesmanship I	10
COS 1050	State Law	20
COS 1060	Technology Foundations	30
COS 1070	Shampooing and Rinsing I	80
COS 1080	Hair and Scalp Care I	40
COS 1090	Hair Shaping I	20
COS 1100	Hairstyling I	48
COS 1110	Facials	10
COS 1120	Manicuring and Pedicuring I	30
COS 1130	Permanent Waving I	20
COS 1140	Hair Structure and Chemistry I	70

## **Shampooist, Certificate**

COS 0002	Worker Characteristic	6
COS 2010	Sterilization, Bacteriology II	20
COS 2020	Anatomy and Physiology II	40
COS 2030	Shop Ethics and Salesmanship II	15
COS 2040	Shampooing and Rinsing II	20
COS 2050	Hair and Scalp Care II	20
COS 2060	Hair Shaping II	40
COS 2070	Hairstyling II	60
COS 2080	Facials and Eyebrows	20
COS 2090	Manicuring and Pedicuring II	25
COS 2100	Permanent Waves II	48
COS 2110	Hair Relaxers	23
COS 2120	Hair Color and Lightening	69
COS 2130	Hair Structure and Chemistry II	26

COS 0003	Worker Characteristics	6
COS 3010	Sterilization, Bacteriology III	20
COS 3020	Anatomy and Physiology III	18
COS 3030	Shop Ethics and Salesmanship III	25
COS 3040	Hair Shaping III	60
COS 3050	Hairstyling III	58
COS 3060	Facials and Eyebrows II	20
COS 3070	Permanent Waves III	75
COS 3080	Hair Relaxers II	45
COS 3090	Hair Color and Lightening III	80
COS 3100	Sculptured Nails	25
COS 0004	Worker Characteristics	6
COS 4010	Sterilization, Bacteriology IV	15
COS 4020	Shop Ethics and Salesmanship IV	25
COS 4030	State Law II	5
COS 4040	Hair Shaping IV	15
COS 4050	Hairstyling IV	28
COS 4060	Permanent Waving IV	30
COS 4070	Hair Relaxers III	30
COS 4080	Hair Color and Lightening IV	50

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**Cosmetologist, Diploma**

# Machine Tool Technology

48.0501

Program Length: 16 Months

*Mission Statement: To offer every student the opportunity to develop the skills, knowledge, and attitudes leading to gainful employment in the machine trades.*

The Machine Tool Technology course is designed to develop skills in machine tool operation and to give students experience on a variety of machine tools such as lathes, milling machines, and computer numerical control (CNC) machines. Instruction is given in related mathematics, blueprint reading, precision measuring, basic metallurgy, and heat treating of metals. The program offers training on the newest computer controlled machines such as lathes, mills, machining centers, EDM wire, EDM electrode, and CMM measuring system. This program is located at the main campus at 355 Scott High Drive, Huntsville, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
MTT 0001	Worker Characteristic	6
MTT 1010	Technology Foundations	30
MTT 1020	Orientation and Practical Safety	30
MTT 1030	Math Concepts I	54
MTT 1040	Engineering Drawings I	36
MTT 1050	Shop Theory I	54
MTT 1060	Benchwork and Manual Machine Tools	222

### **Production Machine Tender, Certificate**

MTT 0002	Worker Characteristic	6
MTT 2010	Math Concepts II	54
MTT 2020	Engineering Drawings II / CAD	30
MTT 2030	Shop Theory II	54
MTT 2040	Manual Lathe	96
MTT 2050	Manual Milling Machines	96
MTT 2060	Grinding and Abrasive Machines	32
MTT 2070	Manufacturing Materials and Processing	32
MTT 2080	Introduction to Computer Numerical Control	32

### **Machine Set-up Operator, Certificate**

MTT 0003	Worker Characteristic	6
MTT 3010	Engineering Drawings III / CAM	30
MTT 3020	Shop Theory III	60
MTT 3030	Precision Grinding	54
MTT 3040	Computer Numerical Control Machining	282

### **General Machinist, Diploma**

MTT 0004	Worker Characteristic	6
MTT 4010	Employability Skills	12
MTT 4020	Introduction to Additive Manufacturing	36
MTT 4030	Shop Theory IV	54
MTT 4040	CNC Turning Center	108
MTT 4050	CNC Machining Center	108
MTT 4060	Electrical Discharge Machining	108

### **Machinist I, Diploma**

## Nursing Aide

51.3902

Program Length: 120 Clock Hours

*Mission Statement: To provide quality education by providing learning experiences which enable graduates to master basic competencies, develop necessary skills, obtain licensure, and enter employment in the health care industry.*

This program trains students to provide direct care to patient under direction of nursing staff. Certified Nursing Assistants perform duties that include feeding, bathing, dressing, grooming, and/or moving patients. Employment opportunities for nursing care attendants, nursing aides, or nursing attendants include assisted living, home health, long-term health care facilities, hospitals, and hospice.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
CNA 0001	Worker Characteristic	6
CNA 1010	Introduction to Health Care	10
CNA 1020	Human Body Health and Disease	11
CNA 1030	Safety	11
CNA 1040	Patient and Resident Care	11
CNA 1050	Special Care Patients	11
CNA 1060	Long Term Care Clinical	60

### **Nursing Assistant, Certificate**

# Pharmacy Technology

51.0805

Program Length: 12 Months

*Mission Statement: To provide technical instruction and skill development to enable the student to become gainfully employed in the health care industry.*

The Pharmacy Technology program will prepare you to work as a Pharmacy Technician in wholesale or retail pharmacies, home health care, long term care facilities, or in the hospital setting. This program is designed to provide learning experiences and basic competencies that graduates will need for employment. Students will learn to become skilled in medications, prescription preparation, reconstitution and IV preparation. Clinical training is provided in various work environments. Upon completion of training, students will be prepared to take the Pharmacy Technician Certification Examinations (PTCE). This program is located at the Oneida extension site at 180 Eli Lane, Oneida, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
PHT 0001	Worker Characteristic	6
PHT 1010	Orientation	6
PHT 1020	Keyboarding	40
PHT 1030	Pharmacy Math	104
PHT 1040	Pharmacy Practice / Lab I	90
PHT 1050	Top Drugs I	56
PHT 1060	Pharmacology I	100
PHT 1070	Career Readiness	30
PHT 0002	Worker Characteristic	6
PHT 2010	Law, Ethics, and HIPAA	30
PHT 2020	Top Drugs II	50
PHT 2030	Pharmacy Practice and Lab II	220
PHT 2040	Pharmacology II	90
PHT 2050	Third Party Reimbursement	36
PHT 0003	Worker Characteristic	6
PHT 3010	Clinical Training and PTCE Preparation	426

**Pharmacy Technician, Diploma**

## Power Line Construction and Maintenance

46.0301

Program Length: 6 Months

*Mission Statement: To offer every student the opportunity to develop the skills, knowledge, and attitudes leading to gainful employment in the electric utility industry.*

The Power Line Construction and Maintenance program is a six-month program that includes a CDL component as part of the class. This program is located at the Oneida extension site at 180 Eli Lane, Oneida, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
PLC 0001	Worker Characteristic	6
PLC 1010	Introduction to Climbing Techniques	170
PLC 1020	Technology Foundations	28
PLC 1030	Transformer Basics	30
PLC 1040	Single Phase Construction	170
PLC 1050	Power Line Maintenance & Repair	28

### **Lineman Helper, Certificate**

PLC 0002	Worker Characteristic	6
PLC 2010	Three Phase Construction	114
PLC 2020	Truck Driving	96

### **Electrical Line Worker, Diploma**



# Practical Nursing

51.3901

Program Length: 12 Months

*Mission Statement: To provide quality education by providing learning experiences which enable graduates to master basic competencies, develop necessary skills, obtain licensure, and enter employment in the health care industry.*

This twelve-month course leads to a satisfying and well-paying career in the health care field. The practical nurse works with the registered nurse and doctor in caring for the sick or injured. The course combines classroom instruction with clinical experience. Instruction covers Vocational Relationships, Anatomy and Physiology, Nutrition, Nursing Principles and Skills, Maternity, and Pediatrics as well as disease processes. In the clinical area, students are supervised by a clinical instructor while they care for medical, surgical, obstetric and pediatric patients in addition to administering medications. Upon satisfactory completion of the Practical Nursing (LPN) program, the graduate is able to take the state board of nursing examination to become a Licensed Practical Nurse. This program is offered at two locations: 1) the main campus at 355 Scott High Drive, Huntsville, Tennessee; 2) the Oneida Extension Site at 180 Eli Lane, Oneida, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
LPN 0001	Worker Characteristic	6
LPN 1010	Basic Nursing Principles	90
LPN 1020	Fundamentals of Nursing	124
LPN 1030	Administration of Medication & Basic IV Therapy	80
LPN 1040	Anatomy & Physiology	96
LPN 1050	Clinical I	36

### **Nurse Aide, Certificate**

LPN 0002	Worker Characteristic	6
LPN 2010	Pharmacology I	51
LPN 2020	Mental Health	60
LPN 2030	Medical and Surgical Nursing I	75
LPN 2040	Maternity Health	60
LPN 2050	Clinical II	180
LPN 0003	Worker Characteristic	6
LPN 3010	Clinical III	225
LPN 3020	Advanced Professional Vocational Relations	24
LPN 3030	Pediatric Nursing	60
LPN 3040	Pharmacology II	42
LPN 3050	Medical and Surgical Nursing II	75

### **Practical Nursing, Diploma**

#### ADMISSION REQUIREMENTS

- Complete and submit the *Practical Nursing Application for Enrollment*.
- Meet the minimum qualifications on the HESI Test.
- Submit evidence of a high school diploma, GED, or HiSET.
- Submit evidence of American Heart Association CPR certification
- Submit three work references or character references.
- Submit a physician's examination report and immunization records.
- Attend an orientation session.

LICENSED PRACTICAL NURSE (LPN)

- Applicant must have completed twelfth grade or have received a GED or HiSET.
- Applicant must have satisfactorily completed a Practical Nursing program.
- School must recommend its graduates as to health, general, and practical nursing education.
- Applicant must pass NCLEX to be licensed.
- Students are subject to alcohol and drug testing in connection with participation in clinical settings. (*See Practical Nurse Handbook for more details.*)
- Applicant must have a criminal background check completed six (6) months prior to applying for licensure.

CLINICAL SITES FOR PRACTICAL NURSES

- |  |  |
|--|--|
| 1. Mountain People’s Health Clinics                    | 10. Quality Home Health, Jamestown     |
| 2. Oneida Nursing and Rehabilitation Center            | 11. Signature HealthCare, Fentress Co. |
| 3. Methodist Medical Center/Covenant Health            | 12. Amedysis Home Health, Jamestown    |
| 4. Deaconess Home Health                               | 13. Fentress County School System      |
| 5. Quality Home Health                                 | 14. Grace Primary Care                 |
| 6. Huntsville Manor Nursing & Rehab.                   | 15. Coffey Family Medical Clinic       |
| 7. STAND Program—Scott County                          | 16. Scott County Schools               |
| 8. Scott County Health Department (TN Dept. of Health) |  |
| 9. Jamestown Regional Medical Center                   |  |

# Welding Technology

48.0508

Program Length: 12 Months

*Mission Statement: To offer every student the opportunity to develop the skills, knowledge, and attitudes leading to gainful employment in the welding industry.*

The Welding Technology program provides the basic techniques of welding processes common in the industry. To prepare for rewarding job opportunities, the student learns specific operations such as flame cutting, grinding, metal preparation, the use of tools and equipment related to welding combined with instruction in related math, physical properties of metal, effects of heat, thickness allowances, shrinkage, basic joint design, layout, blueprint reading, and fabrication. Practical work experience prepares the student in the safe use of modern equipment while emphasizing the four basic positions of welding: flat, horizontal, vertical, and overhead. This program is located at the main campus at 355 Scott High Drive, Huntsville, Tennessee.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
WEL 0001	Worker Characteristic	6
WEL 1010	Technology Foundations	30
WEL 1020	Shop Orientation & Safety	18
WEL 1030	Cutting Processes	30
WEL 1040	Basic Shielded Metal Arc Weld	248
WEL 2030	Advanced Shielded Metal Arc Welding	100

### **Shielded Metal Arc Welder, Certificate**

WEL 0002	Worker Characteristic	6
WEL 2010	Blueprint Theory	30
WEL 2020	Basic Gas Tungsten Arc Welding	196
WEL 1050	Basic Gas Metal Arc Welding	100
WEL 2040	Advanced Gas Metal Arc Welding	100

### **Gas Metal Arc Welder, Certificate**

WEL 0003	Worker Characteristic	6
WEL 3010	Blueprint Reading	96
WEL 3020	Adv Gas Tungsten Arc Pipe Weld	330

### **Gas Tungsten Arc Welder, Certificate**

### **Combination Welder, Diploma**

## Technology Foundations

*Mission Statement: To offer every student the opportunity to improve in the WorkKeys core skills of reading for information, applied mathematics, and locating information—which are necessary for his or her occupational profile.*

Each student enrolled in a preparatory program (except Allied Health) is assessed by the Technology Foundations instructor. Those students needing improvement enroll in the class and are assisted in becoming more proficient in the areas of reading for information, locating information, and applied mathematics. Under the guidance of the instructor, the student learns at his or her own pace in a positive, non-threatening environment. Students attending the Technology Foundations class are scheduled to complete the coursework within a 30 hour timeframe. Additional curricula may be made available for students per the students' occupational instructor's request.

### Guiding Policies and Regulations

The school administration, faculty, and other personnel are dedicated to providing high-quality training and pledge their cooperation toward making the student's stay at the school worthwhile and profitable. The following policies have been adopted for the purpose of providing students with information on school requirements.

#### Attendance

Students are encouraged to make maximum use of the training provided for them. Recommendations for job placement always include consideration of habits concerning attendance and punctuality.

The nature of the programs at the Tennessee Colleges of Applied Technology is such that attending regularly is necessary for every student. Excessive interruptions due to absences will have an adverse effect on student progress.

Full-time students are scheduled to attend class from 8:00 a.m. until 2:30 p.m., Monday through Friday. Programs requiring alternate schedules may be approved by the President and will be communicated to applicants prior to enrollment. Students will have two 10-minute scheduled breaks during the day and one 30-minute lunch. Students are permitted to leave campus for lunch; however, they must return to class at the designated time or they will be charged with a tardy. A **one-hour** absence will be charged for any hour or fractional part of an hour for which the student is tardy or leaves early.

- Any full-time student enrolled for a full-term, 72 days, who has been absent 24 clock hours (5.5% of scheduled hours) or more will receive a written notice alerting the student to the number of hours remaining before suspension will occur.
- Any full-time student enrolled for a full term, 72 days, who has been absent greater than 42 clock hours (9.7% of scheduled hours) will be suspended under the following conditions. Absence hours triggering suspension for students enrolled on a part-time schedule or for less than 72 days will be prorated.
  1. Suspension will be for the remainder of the trimester/term in which the absences occurred. Students who are suspended and wish to return to the training program will be eligible to return at the beginning of the next trimester if openings are available.
  2. Students suspended for attendance may appeal the suspension in writing to the president of the college within three (3) days of receiving notification of the suspension. A student appealing an attendance suspension may remain in class until the suspension has been reviewed and a decision has been communicated to the student.

- A student is considered tardy if not in the classroom at the designated time for class to start. Tardies can be assessed for time in which a student is late at the beginning of class, leaving early or returning late from scheduled breaks and lunch, and leaving early before the end of class. Multiple tardies will result in the following disciplinary action:
  1. Five (5) tardies – Written warning by instructor
  2. Six (6) tardies – Probation by president or president’s designee
  3. Seven (7) tardies – Referral to president and possible suspension
- An attendance record for each student will be maintained by the Student Services office.
- Students who are volunteer firefighters will be excused for absences when they have been working a fire during class hours. Students must have documentation from the fire chief showing the date and time of the fire and specifying the student was on call at that time.
- Absence hours triggering written notification for students enrolled on a part-time schedule, including dual-enrolled students, or those students scheduled to attend less than 72 days during the trimester will be prorated.
  1. Scott High School dual-enrolled students who are absent more than 18 hours will be on attendance probation and will have an “INCOMPLETE” grade reported to the high school until hours over 18 are made up.
  2. Oneida High School dual-enrolled students who are absent more than 15 hours will be on attendance probation and will have an “INCOMPLETE” grade reported to the high school until hours over 18 are made up.
  3. Dual-enrolled, high school students will have opportunities to make up absence hours in excess of the maximum allowed on days the TCAT is open and the high school is not in session (i.e., fall break, spring break, etc.) or during scheduled high school activities that do not require the attendance of the student. ALL make up time must be arranged with the TCAT instructor and must be completed during regular class time before the end of the semester in which the absences occurred.
  4. Failure on the part of dual-enrolled, high school students to make up hours will result in the “INCOMPLETE” grade being converted to a “65” and failure of the course with potential ineligibility of the Tennessee Dual Enrollment Grant.

**IMPORTANT:**

- Students who are absent three (3) consecutive days must:
  - Notify the instructor or student services of intent to return to class; and
  - Provide the instructor or student services with the expected date of return; and
  - Provide official documentation (e.g., medical excuse) for extended absence beyond 3 days.

Failure to meet the obligations above will result in immediate withdrawal from the program.

- Make-up time is not permitted for post-secondary students.

## Progress

Progress reports, attendance records, and work evaluations are kept on each trainee and are filed in the Student Services office along with such information that may be pertinent to successful employment. These reports are maintained on a trimester basis on the SIMS program and in the student's academic file. Students are provided a copy of their progress reports at the end of each trimester.

In addition to maintaining satisfactory attendance progress, students must maintain a 73 (D) or better average per course AND must maintain an 80 (C) or better average per term. Failure to maintain the required grade average will result in suspension at the end of the trimester.

Practical Nursing students are required to maintain an 80 (C) or better average per course. Students in the Practical Nursing program who score less than an 80 (C) average in any course will be withdrawn from the program.

The grade scale used by the Tennessee College of Applied Technology is as follows:

<u>*General Assessment</u>	<u>Objective Scale</u>
A Excellent	94-100
B Above Average	87-93
C Average	80-86
D Below Average	73-79
F Unacceptable	0-72

Grades for courses will be determined as described in the program course syllabi. Students will be graded in the following categories: (1) Skill proficiency, and (2) Theory/Related information.

### Readmission from Suspension for Grades or Attendance

The president may consider for readmission a student who has been suspended. Criteria that the president will consider in assessing candidacy for readmission are as follows:

1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension, and
2. Assessment of the likelihood that the readmitted student may succeed in pursuing their training objective.

### High School Student Grades

High school students' grades are averaged and reported to the high school at the end of each semester. Students eligible for the Tennessee Dual Enrollment Grant must maintain an 80.5 cumulative grade average in the TCAT training program to continue eligibility requirements. Students who fall below the 80.5 average will lose eligibility for future Tennessee Dual Enrollment Grant awards and will be required to pay the assessed tuition/fees for secondary students for future dual-enrollment training. High school students who do not meet eligibility requirements under the Tennessee Dual Enrollment Grant and who choose not to re-enroll as secondary students may apply for enrollment in a post-secondary training program upon graduating from high school or receiving a GED or HiSET as long as all other application requirements are met.

## Veterans

Veterans who do not maintain satisfactory attendance or academic progress will not be certified if improvement has not been made after two terms.

## ADA Policy

In compliance with the Americans with Disabilities Act, individuals are encouraged to discuss their disability with the Student Services Coordinator to receive assistance with accommodations. It is the individual's responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability. The Tennessee College of Applied Technology does not assume responsibility for providing accommodations or services to individuals who have not identified themselves as having a qualifying disability.

It is the policy of the Tennessee College of Applied Technology to provide facilities that are accessible to individuals with disabilities. Facilities include, but are not limited to, curb cuts, specially equipped restrooms, special parking, public telephone service, water fountains, entrance ways, and classroom tables as needed. It is the policy of the school to eliminate any physical barriers that may exist.

## Articulation

The purpose of the articulation program is to give the student credit for skills mastered through other training institutions. The student also has the opportunity to receive credit at a community college for work completed at our college. Articulation agreements with the state's Community Colleges and TCATs are available for designated programs to students who meet desired competencies. Additional information may be obtained in the Student Services office.

## Cosmetology Articulation

Students enrolling with hours from a Cosmetology program may articulate hours into the Tennessee College of Applied Technology Cosmetology program under the following guidelines:

- Applicant must provide the appropriate copy of the *Withdrawal* form which was submitted to the Tennessee Board of Cosmetology by the former school before any hours will be accepted into the post-secondary Cosmetology program at Tennessee College of Applied Technology.
- Students who have earned less than 750 hours in a Cosmetology program will be eligible to transfer all hours earned from prior training.
- Students who have earned 750 or more hours at another school will be given a 750-hour theory exam to determine the skill level obtained in a prior program. Hours eligible for articulation will be determined as follows:
  1. Students receiving less than an 80% on the theory exam will articulate 750 hours into the Cosmetology program.
  2. Students receiving an 80% or above on the theory exam will be eligible to take the 750-hour practical exam.
  3. Students who receive a combined score (average of both theory and practical exams) of 80% or above will be eligible to transfer up to 1,000 hours earned from another school. The last 500 hours must be earned at the Tennessee College of Applied Technology.
- Students who were dual-enrolled with the Tennessee College of Applied Technology program will be given credit for all hours earned during their dual-enrolled hours in their secondary program if they successfully complete those hours.

## Automobiles

All trainees are required to park in the area designated for student parking. Please do not park in spaces reserved for visitors or in handicap parking spaces. These spaces are located in the front lot next to the building at both campus locations. Everyone is requested to drive slowly and cautiously while on campus. The speed limit is 15 m.p.h.

Due to limited parking facilities, high school students will not be permitted to drive to the Tennessee College of Applied Technology. These students are required to ride the school bus provided by their school unless special permission is given. High school students must complete the appropriate permission form before driving to school. These forms may be obtained in the Student Services office and require signatures from Tennessee College of Applied Technology instructor and administration, high school administration, and parents. If granted special driving permission, high school students must park in the designated parking spaces available. Those students with driving permission may not transport other students. Students who are caught driving without a permission form on file will be disciplined by TCAT administration and/or high school administration.

## Bookstore

The school bookstore is located in the business office. All bookstore sales are final; there are no provisions to accept book returns or to purchase used books. Students may purchase books and supplies from other sources.

## Cell Phones

Cellular phones are to be in the off mode during scheduled class time. Each instructor may have his/her own shop policy regarding the use of cellular devices and has full authority for enforcing the policy. Disciplinary action may be in the form of the device being confiscated for the remainder of the day. Continued violation of the instructor's cell phone policy could result in more serious penalties.

## Certification

When a student completes all courses as established in the course curriculum and passes a proficiency test where applicable, a diploma will be awarded. A student who completes all courses for an exit point will be awarded the certificate which designates the highest level of completion. Students will not be awarded a certificate or a diploma for simply attending the required clock hours established for the exit point. He/she will be required to complete and pass all coursework as laid out in the program syllabi.

Completion of the Technology Foundations course is required before a diploma or certificate will be issued.

## Change of Status Procedure

Tennessee College of Applied Technology does not normally grant changes in enrollment status after the census date (first official day of class). However, when there are documented medical or extraordinary personal reasons, a student may request a change in status from full-time to part-time within the first 10 days of the trimester or within the first 10 days of the student's enrollment. Reasons which may be considered for a status change shall include, but not be limited to, illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or student's immediate family, or other extraordinary circumstances beyond the student's control where continued full-time attendance by the student creates a substantial hardship.

A change of status could be an increase or decrease in the scheduled attendance hours. If approved, the amount of any financial aid award being received may be adjusted based on the revised scheduled attendance hours for the term. Decisions by the Student Services Coordinator are final with regard to change of status requests.



Approved changes of status will change the allowable absence hours for the student. Students on a part-time schedule must attend on the days and times scheduled. If not in attendance on those days, absence hours will be posted in the same manner as for full-time students. Satisfactory academic progress rules are the same for part-time students as for full-time students.

Students will only be allowed one (1) change of status per trimester. Students desiring to change status at the beginning of a trimester shall do so prior to registration. No change is to be made unless the student presents a properly completed Change of Status Form.

To apply for a change of status, the student must follow these steps:

1. Student must discuss the possibility of changing enrollment status with his/her instructor. If the instructor is in agreement, he/she will complete Section 1 and Section 2 of the Change of Status Form.
2. Student must meet with the Student Services Coordinator. This meeting must be scheduled and must occur prior to the effective date of the change of status.
3. The Student Services Coordinator will discuss the impact the change will have on the student's financial aid award as well as on the student's anticipated graduation date. Financial aid assistance which the student is receiving could be decreased, increased, or cancelled. Such assistance includes WIA, federal financial assistance, state grants, Veteran benefits, etc.
4. Student Services will calculate a new anticipated graduation date for the student. The financial aid office will perform adjusted calculations of awards as needed.
5. Student Services Coordinator will sign the Change of Status Form.
6. Student Services office will distribute copies to appropriate staff. Refunds the student owes for financial resources already received must be paid to the TCAT Business Office prior to the effective date of the change.
7. Student Services office will follow TBR policies to determine if a maintenance fee refund is due.

## Classes and Class Schedules

All classes will start and end at the designated times. Class breaks and lunch will be observed strictly as shown on the class schedule. No trainee will leave his/her classroom or shop without permission from the instructor. Violation of this rule will be just cause for suspension. Trainees will not be allowed to leave campus (except for lunch) during school hours without permission from the instructor.

Full-time preparatory classes meet Monday through Friday from 8:00 a.m. until 2:30 p.m. unless a different schedule is approved by the President. Students will receive credit for 6 hours for each day of attendance (less any absence hours, including tardies or leaving early). High school students must attend as scheduled by their respective schools during this time period.

## Cooperative Work Programs

For information and policies on the Cooperative Work program, please see the Student Services Coordinator.

## Cost

Cost of training to the trainee includes tuition and fees, textbooks, workbooks, notebooks, tools, pencils/pens, other personal supplies, prescribed work uniforms or aprons, and certification tests. Student Services provides

detailed cost information for each training program. Tuition and fees are subject to change by the Tennessee Board of Regents during the year.

### Credit—Previous Education and Training

Each student should submit a complete record of previous education and training to receive credit. An evaluation will then be conducted by the program's instructor through interviews, past records of training and experience, trial work, and/or tests. The instructor will work the student into the program at the level at which his/her evaluation indicates. The student will be given credit for previous education and training if the evaluation of his/her competencies justifies it. The instructor will determine the maximum credit to be given. Students receiving Veteran benefits must turn in all transcripts/documentation of previous education and training before credit can be granted.

### Credit—Transfers from One Program to Another within the Institution

High school and post-secondary students may transfer to a different program if it is evident that they are unsuited to a particular area of training. Transfers are allowed only after the student has been counseled by the Student Services Coordinator as well as the instructors involved. High school transfers must be made within the first 14 days of the semester.

### Credit—Transfers From Other Institutions (see articulation policy)

Each student indicating prior training on their application must submit a record of previous education and training (i.e., transcript). An evaluation will then be made by the instructor through interviews, past records of training and experience, trial work, and tests. The instructor will then work the student into the program at the level at which his/her evaluation of the student indicates.

### Deferment of Tuition and Fees for Eligible Veterans

Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payment. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

### Drug Abuse Program

Drug and/or alcohol abuse can affect a person's physical and emotional health as well as their social life and day-to-day living. Long-term drug and/or alcohol abuse can destroy a healthy body and mind. Such abuse can lead to many possible health risks including:

- >organ damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even death;
- >risk of contracting AIDS, hepatitis, and other diseases from injection of illegal drugs.

If a student needs drug and/or alcohol counseling, treatment, or rehabilitation and does not know where to seek such help, he/she may contact the **Substance Abuse and Mental Health Services Administration (SAMHSA)** at **1-800-662-help** or by visiting <https://www.samhsa.gov/>. He/she will be directed to treatment centers in the local area. It is the Tennessee College of Applied Technology's policy to maintain a safe and healthful environment for its students and employees and abide by the Drug-Free Workplace Act of 1988 (Public

Law 100-690) and the Drug-Free Schools and Communities Act of 1989. Therefore, school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs (“controlled substances” as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on school property. As set out more fully in Section 4301 of the Anti-Drug Abuse Act of 1988, conviction of a drug offense (distribution or possession) may result in the court suspending a student’s eligibility of Title IV financial aid.

This institution is always concerned about the well-being of its students. Information, referral assistance, and counseling services are available in the Student Services office as well as the agencies listed below.

Tennessee College of Applied Technology will impose disciplinary sanctions on students or employees who are found to be in violation or charged with being in violation of the institution’s determination to maintain a drug-free school and workplace.

#### **EAST TENNESSEE ALCOHOL AND DRUG FACILITIES**

Alcohol Rehabilitation Center  
6923 Maynardville Pike #172  
Knoxville, TN 37918  
(865)221-7255

Alcohol Detox Knoxville  
2911 Tazewell Pike Suite 251  
Knoxville, TN 37918  
(865)745-0158

Midway Rehab Center  
15156 E Magnolia Ave Suite 401  
Knoxville, TN 37917  
(865)522-0301

E M Jellinek Center  
130 Hinton Avenue  
Knoxville, TN 37917  
(865)521-6038

Alcohol and Abuse  
4825 N Dixie Highway  
Knoxville, TN 37923  
(865)693-6380

Alcoholics Anonymus  
1409 Magnolia Avenue Suite 3  
Knoxville, TN 37917  
(865)522-9667

Alcoholism Services  
1715 E Magnolia Ave.  
Knoxville, TN 37917  
(865)524-5768

Peninsula Outpatient Center  
6800 Baum Drive  
Knoxville, TN 37919  
(865)970-9800

Tennova Alcohol/Dependency  
900 E Oak Hill Avenue  
Knoxville, TN 37917  
(865)545-7222

Helen Ross McNabb Center, Inc.  
201 W Springdale Avenue  
Knoxville, TN 37917  
(865)637-9711

Steps House  
2209 Dover Street  
Knoxville, TN 37920  
(865)609-8562

Bradford Health Services  
1330 Neal Street Suite D  
Cookeville, TN 38501  
(931)528-6803

## Emergency Procedures—Fire

Fire exit charts are posted in each training area with the fire exit routes highlighted. Please review this chart as soon as you enter your shop area. Fire extinguishers are placed in prominent locations.

## Emergency Procedures—Other Emergencies

Please notify your instructor immediately of accidents, sickness, or impending danger. Each shop is equipped with a first-aid kit, and the Practical Nursing instructor may be available to provide first-aid treatment. The instructor will provide other details on emergency procedures.

## Follow-Up

The Student Services office will frequently need to know the address and employment status of former students. The school will send questionnaires about the relevancy of each student's training and employment. The school requests that each student keep in contact with the Student Services office for job placement assistance and to help improve the school and its programs.

## Grievance Procedures

The purpose of this guideline is to provide a procedure through which students of the Tennessee College of Applied Technology may submit a complaint if the student has a concern regarding a situation or condition at the TCAT and the student believes he/she has been treated unfairly or inequitably.

### Limitations on Scope and Use of Process

Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Discrimination & Harassment - Complaint & Investigation Procedure. Grade appeals should comply with the appropriate grade appeal process. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3-21-.01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook.

In order to resolve concerns in a timely manner, complaints must be presented within ten (10) school days after the occurrence of the event claimed to have given rise to the complaint. Any complaint not presented within the time provided will not be considered.

### Process

It is the philosophy of the TCAT that many complaints can be resolved through open and clear communication, and should be resolved at the lowest level possible. Therefore, the student should first discuss the complaint with the instructor, administrator or student involved in the matter in an attempt to resolve the concern.

If the concern cannot be resolved through informal discussion, the student may file a written complaint with the office of Student Services. The Student Services Coordinator will meet with the student, investigate the complaint, consult other TCAT personnel or students as needed, determine an appropriate resolution, and notify the student, in writing, of the outcome.

If the student is not satisfied with how the Student Services Coordinator attempted to resolve the issue, the student may appeal to the President within five (5) school days of receipt of the Student Services Coordinator's letter. The President may discuss the matter with the student and the Student Services Coordinator, and any other personnel he/she feels appropriate. The President will provide a written decision to the student within five (5) days of receipt of the appeal. The President's decision will be final.

## Grooming

All trainees should dress and groom themselves as they would if they were working in business or industry. Extremes in dress or hairstyles should be avoided. All trainees may be required to purchase certain prescribed clothing such as shop suits, pants, shirts, aprons, ties, etc. suitable for their training area. All students are required to abide by the school dress code policy which includes, but is not limited to, the following:

- Shorts of any kind are not permitted at any time in any program.
- Shirts or other articles of clothing with vulgar/offensive language or pictures are not permitted at any time.
- Shirts with spaghetti straps, tube tops, or other shirts in this category are not permitted at any time.

## Guidance

The services of the Student Services Coordinator are available to all students. The primary work of the coordinator is to help the students to enroll in the school and to assist them in doing their best work while enrolled. Career counseling, information concerning job openings, placement in jobs, financial aid counseling, and assistance with circumstances that affect a student's enrollment are available. Students are encouraged to consult the coordinator for any of these services.

## Housekeeping

All wastepaper, cups, cigarette butts, and other refuse must be placed in the provided receptacles. Each trainee will be responsible for keeping his/her shop area clean and orderly at all times. Salvageable material should be separated from the waste as directed by the instructor.

## Immunization Requirements

Tennessee Department of Health Immunization Requirements for Students Enrolling in Higher Education Institutions in Tennessee after July 2011:

*(Tennessee Department of Health Rule 1200-14-1-.29, revised December 2009)*

### Who is required to be immunized?

- New full-time enrollees in higher education institutions (post-secondary) in Tennessee with enrollments larger than 200 students.
- New undergraduates enrolled in at least 12 semester hours, or equivalent
- New graduate students enrolled in at least 9 semester hours, or equivalent
- Exempt: full time distance learning students are exempted from immunization requirements

**Note:** *Institutions may have policies or requirements that go beyond state requirements.*

### Measles, mumps and rubella immunity:

Proof of immunity to measles, mumps and rubella may be provided by meeting one of the following 3 criteria:

- Date of birth before 1957, *or*
- Documentation of 2 doses vaccine against measles, mumps and rubella given at least 28 days apart, excluding doses given earlier than 4 days before the first birthday, *or*
- Documentation of blood test (serology) showing immunity to measles, mumps and rubella. If any one of the three is negative, 2 doses of vaccine must be documented.

## Varicella (chickenpox) immunity:

Proof of immunity to varicella (chickenpox) is required by meeting one of the following 4 criteria:

- Date of birth before 1980, *or*
- History of chickenpox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, *or*
- Documentation of 2 doses of varicella vaccine given at least 28 days apart, excluding doses given earlier than 4 days before the first birthday, *or*
- Documentation of blood test (serology) showing immunity to varicella.

## Hepatitis B immunity (only for health science students expected to have patient contact):

Proof of immunity to hepatitis B for students in health sciences prior to patient care duties may be documented in one of the following ways:

- Documentation of 3 doses of hepatitis B vaccine, *or*
- Blood test (serology) showing immunity to hepatitis B virus (or infection)

## Valid exemptions to requirements:

- **Medical:** Physician or health department indicates that certain vaccines are medically exempted (because of risk of harm). Any vaccines not exempted remain required.
- **Religious:** Requires a signed statement by the student that vaccination conflicts with his or her religious tenets or practices.

**Students who need 2 doses of vaccine, but cannot get both doses before classes start:** Such students may enroll with documentation of one dose of each required vaccine, but the institution should have a policy to require timely submission of proof of complete immunization. Such policies might include not releasing semester grades or not allowing course registration for the next semester until proof of complete immunization is provided.

**Location of immunization records:** Adults can have difficulty locating childhood immunization records. They should check with family members who may have copies of childhood records. They should try to contact the original immunization provider: if a local health department, contact them directly; if a private medical office, contact that office. Schools may have copies of immunization certificates in student files. Children born after the mid-1990s may have records entered in a state-managed immunization registry; such registries now exist in many states, but are unlikely to contain information on adults. If records cannot be located, vaccination is recommended – additional doses of vaccine are not harmful.

## Inclement Weather Operation

Students should use their own judgment regarding class attendance on days the school is open when snow and/or ice conditions exist. Students who elect to remain home on these scheduled school days will be counted absent; therefore, students should allow for these types of situations. Weather is not a mitigating circumstance in regard to attendance suspension appeals. Delayed opening days are counted as full days. Therefore, absence on these days reflect a full six hour day.

The College utilizes emergency notification services to inform the student body and staff of emergency situations, closings or changes to normal operating hours, school wide reminders, and class specific information. Students choose the method of delivery, whether voice, text, or email, when completing their online profile for this system. In addition, WBNT will announce if the College is closed due to inclement weather. Students can also go to [www.hive105.com](http://www.hive105.com) and click the Citizens Bulletin Board link for school closings. Local radio stations will be notified for the Jamestown Instructional Service Center.

## Leave of Absence for Wilder-Naifeh Technical Skills Grant

Tennessee College of Applied Technology does not normally grant leaves of absence; however, for rare and unusual circumstances, a student may request a leave of absence (LOA) for the Wilder-Naifeh Technical Skills Grant. A leave of absence may be approved for documented medical or extraordinary personal reasons, such as serious extended illness of the student, serious extended illness or death of an immediate family member, extreme financial hardship of the student or the student's immediate family, or other extraordinary circumstances that are beyond the student's control where continued enrollment creates a substantial hardship.

To request a Wilder-Naifeh Leave of Absence:

1. The student must complete a *Request for Leave* form before the date the student would like the leave to begin. If unforeseen circumstances (such as emergency surgery) prevent the student from completing the form prior to the requested start date of the leave, he or she may contact the Student Services Coordinator to request a retroactive leave request.
2. Obtain documentation from physician, employer, etc., to support the reason for the request. Leave forms may not be approved without supporting documentation.
3. Sign the request form and return to the Student Services office prior to the start date of the leave.
4. The student will receive notification of the status of the request prior to his or her official leave date.

Once the ending date of the requested leave has been reached, the student will be required to return to school or to request an extension of the leave. If the student re-enrolls at the end of the approved leave, he or she will resume or continue the enrollment period for Wilder-Naifeh purposes.

If the student requires additional leave time, he or she must request an extension and again provide supporting documentation to get an extension approved. Without an extension or re-enrollment, the student will lose Wilder-Naifeh Technical Skills Grant eligibility for the remainder of training.

For Title IV purposes, approved LOAs may be treated as a withdrawal if it is determined the student needs leave for the remainder of the term. Awards will be recalculated and, in some cases, Return of Title IV calculations may be necessary and may result in the student owing money to the school.

If a requested leave of absence is denied, the student may appeal to the Institutional Review Panel (see Wilder-Naifeh Appeals and Exception Process).

A Wilder-Naifeh leave of absence will not be granted for less than 9% of scheduled hours. **Please refer to the Financial Aid section of this handbook for more policies on the Wilder-Naifeh Technical Skills Grant and the Wilder-Naifeh military mobilization leave of absence.**

## Outstanding Debts

Institutions are authorized to issue diplomas, certificates of credit, or official transcripts only after the student involved has satisfied all debts or obligations owed to the college. This limitation does not apply to debts of less than one-hundred dollars (\$100.00) and shall not apply to debts or obligations evidenced by notes or other written contracts providing for future payment, such as, but not limited to, loans authorized under federal or state education or student assistance acts.

## Placement

The school staff will assist students who are scheduled to graduate or those who have already graduated from their training program in finding suitable employment. The graduate should maintain close contact with the Student Services office and the instructor.

## Pre-Exit

Students must notify instructors and the Student Services office prior to withdrawing from school. The student will be required to complete and sign the appropriate pre-exit forms. The official withdrawal date is the last day the student attended class. Students who withdraw without completing the required forms will receive these forms in the mail and are asked to complete and return them in a timely manner.

## Returned Check Policy

Students who have paid for fees and or books with a personal check not honored by their bank will be notified immediately. A returned check fee will be assessed to the student. Failure to correct the debt will result in a hold being placed on the student's academic record/account. If the student has already withdrawn from the school, an outstanding debt will appear on his or her record until the debt is resolved.

## Safety

Strict safety precautions will be observed and practiced at all times. No trainee will be permitted to use any machine or training equipment without permission from the instructor. Safety equipment as provided must be worn at all times when prescribed by the instructor. Failure to follow the proper safety rules or to wear the prescribed safety gear will result in disciplinary action. Each training program has a prescribed safety program which will be communicated to the student during the instructor's orientation session.

## Selective Service Registration

Federal law requires almost all male U.S. citizens, and male aliens living in the U.S., who are 18-25 years of age to register with the Selective Service (draft). If a person is required to register with the Selective Service but has not done so, Tennessee State Law prohibits enrollment in a state post-secondary institution. Information for students 26 years of age or older is available through the Student Services Office.

## Sexual and Racial Harassment Policy

Sexual harassment and racial harassment have been held to constitute forms of discrimination prohibited by the Title VI, Title VII of the Civil Rights Act of 1964, as amended by Title IX of the Educational Amendments of 1972. Based on institutional beliefs and the requirements of law, the Tennessee College of Applied Technology does not tolerate any form of sexual or racial harassment. Procedures have been developed to investigate any such allegation when made known to school personnel and/or the EEO/AA officer (Policy No. P-080).

## Student Responsibility for Tools and Equipment

Specific shop rules for use of equipment and tools must be observed at all times. Students are responsible for the proper use and care of school equipment. Any tool lost or carelessly damaged will be replaced or repaired by the student. Damage to any school equipment must be reported to the instructor immediately. Theft of any TCATOH tools or equipment will be reported to the local authorities for investigation. A student found to be illegally in the possession of any school property will be dismissed from the college.

[Student Retention and Placement Data \(available in Student Services Office\)](#)



## Student Right-to-Know Graduation Rate

The graduation rate for the Tennessee College of Applied Technology was 77% based on the 2017 COE Completion, Placement, and Licensure report.

## Telephone Calls

Students may use the office or instructors' phones for emergency purposes only. Personal phone calls are not permitted during class time.

## Tobacco Policy

Tennessee College of Applied Technology is a smoke-free workplace. Smoking is permitted in designated areas away from the building or in student vehicles. No smoking is allowed within 50 feet of an entrance. Smoking shelters are located at each campus and is the official designated location for smoking and/or tobacco use.

High school students, including those who are 18 years of age, are **not** permitted to use tobacco products of any kind while on the TCAT campus. High school students in violation of this policy will be referred to their high school principal for disciplinary action.

## Transcripts

Students or former students are furnished an official copy of their academic transcripts upon written request. The school will furnish the transcript to schools and employers only if the appropriate release forms have been signed by the student. These transcripts are furnished without cost to the student.

## Tuition

All full-time students will pay a maintenance and technology fee each trimester. Students enrolling in short-term, part-time, or supplemental programs will be assessed a fee based on the length of the program in which they are enrolled.

### 2018-2019 Trimester Fee Schedule (on-campus)

HOURS	MAINTENANCE FEE	STUDENT ACTIVITY FEE	TECHNOLOGY FEE	TOTAL FEES
*1-40	188.00	10.00	41.00	239.00
*41-80	254.00	10.00	41.00	305.00
*81-135	383.00	10.00	41.00	434.00
*136-217	666.00	10.00	67.00	743.00
218-340	1,076.00	10.00	67.00	1,153.00
341-432	1,204.00	10.00	67.00	1,281.00

### **Special Academic Fees:**

Power Line Construction and Maintenance—\$950 per trimester

Practical Nursing—\$100 per trimester

Welding—\$100 per trimester

NOTE: Fees are subject to change by the Tennessee Board of Regents during the year. These fees may be deducted from the Federal Pell Grant if the student is eligible and if his/her financial aid package is complete.

**2018-2019  
Trimester Fee Schedule  
High School Students**

HOURS	TUITION
35-72	100.00
73-107	200.00
>107	300.00

### State Refund Policy

Refunds of the maintenance fee may be due under the following circumstances:

- 100% of maintenance fees will be refunded for classes cancelled by the school.
- 100% of maintenance fees will be refunded for drops or withdrawals prior to the first official day of classes.
- 100% of maintenance fees will be refunded in the case of death of the student during the term.
- 75% refund of maintenance fees may be allowed if a program is dropped or student withdraws within the first 10% of class hours.
- 50% refund of maintenance fees may be allowed if a program is dropped or student withdraws within the first 20% of class hours.
- No refund will be permitted after 20% of class hours have been completed.
- No refund will be allowed after the first official day of classes when a minimum fee is collected.
- No refund will be allowed for students administratively dismissed.

There is no refund for the following:

- Technology Fees
- Test Fees
- Administrative Fees
- Books and/or Supplies Purchased (including uniforms)
- Special Academic Fees

### Visitors

All visitors must have permission from the front office to visit individuals who are on campus at any Tennessee College of Applied Technology location. Visitors must wear safety equipment, which will be provided by the school, whenever inspecting those areas where such safety equipment is appropriate. Visitors to shop areas will be identified and escorted.

## Voter Registration

A student who is not registered to vote and wishes to register may obtain the necessary forms from the Student Services office. Registration forms may also be downloaded from <https://sos.tn.gov/products/elections/register-vote>.

## **Policy on Crime Awareness and Campus Security Act of 1990**

In support of the "Crime Awareness and Campus Security Act of 1990", the Tennessee College of Applied Technology is notifying all students, faculty, and staff of the following policy:

### Criminal Actions or Other Emergencies

In the event of a criminal action or any other emergency occurring on school premises, the president or designated administrator should be notified immediately. In the event law enforcement or emergency personnel are needed, the administrator will place the call.

The main campus is located at 355 Scott High Drive, Huntsville, Tennessee. The Scott County Sheriff's Department will be called when a crime occurs.

The extension campus is located within the city limits of Oneida, Tennessee. The Oneida City Police will be called when a crime occurs.

An Instructional Service Center is located in Jamestown, TN. The Jamestown City Police will be called when a crime occurs.

### Security and Access to Campus Facilities

The Scott County Sheriff's Department regularly patrols the main campus during periods of non-occupancy. Appropriate lighting, a security system, and observations by school personnel are utilized to maintain proper security on campus. The school's visitor policy requires visitors to check in at the administrative office prior to visiting other areas of the school.

The Oneida City Police regularly patrol the extension campus during periods of non-occupancy. Appropriate lighting and observations by school personnel are utilized to maintain proper security on campus.

Appropriate lighting and observations by school personnel are utilized to maintain proper security on campus at the Jamestown Instructional Service Center.

### Campus Law Enforcement

The Scott County Sheriff's Department will be called to investigate crimes committed at the main campus. The Oneida City Police are called to investigate crimes committed at the extension school campus. The Jamestown Police Department will be called to investigate crimes committed at the Jamestown Instructional Service Center. The State of Tennessee District Attorney may be contacted depending on the nature of the crime. The Scott County Sheriff's Department and/or Oneida City Police will make available to the school copies of police reports.

### Dissemination of Campus Security Procedures

Copies of these procedures are available to all students, school personnel, applicants, and other interested parties through Student Services.

## Crime Statistics

The Higher Education Opportunity Act requires that Title IV institutions report all crimes committed on campus and adjoining property to the Department of Education on an annual basis. These crimes include criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, illegal weapons violations, any other crime involving bodily injury, and hate crimes (a crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias).

The revised regulations will add the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in hate crime statistics.

For the year 2017 TCAT Oneida/Huntsville had 1 larceny theft.

## Monitoring of Off-Campus Student Organizations

There are no off-campus student organizations at Tennessee College of Applied Technology.

## Alcohol/Drug Abuse Violation

Governing Board policy on control and use of alcohol/drugs is included in this school handbook.

It is the policy of the school to maintain a safe and healthful environment for every student. Therefore, the school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs and alcohol on school property. Proper law enforcement authorities will be notified. Other school sanctions will be enforced. See school disciplinary sanctions on pages 52-55.

## Sexual Assault Policy

In the event that sexual assault does occur, it should be reported to the President, Vice President, Student Services Coordinator, and/or instructor. A complete sexual assault policy is available upon request from the administrative office or student services office.

## Sex Offenders

Information may be obtained concerning registered sex offenders who may be present on campus. (See page 8)

**\*\*A detailed Policy on Crime Awareness and Campus Security is provided to the public and prospective students upon request.**

## **Student Conduct Policy**

Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by an institution. Institutions shall adopt and publish a non-exclusive list, providing notice of offenses for which both individuals and organizations may be subject to disciplinary action. The list may include any appropriate offense given the specific needs of the individual institution, subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs. Institutions are pre-authorized to implement any or all of the disciplinary offenses, in the form set forth immediately below, without need for prior review or approval:

## Threatening or Disruptive Conduct

Any conduct, or attempted conduct, which poses a threat to the safety of others or where the student's behavior is disruptive of the institution's learning environment.

## Hazing

Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

## Disorderly Conduct

Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals.

## Obstruction of Or Interference with Institutional Activities or Facilities

Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:

- Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
- Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution,
- Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of an institution, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;

## Misuse of or Damage to Property

Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices.

## Theft, Misappropriation, or Unauthorized Sale of Property

## Misuse of Documents or Identification Cards

Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution.

## Firearms and Other Dangerous Weapons

Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons.

## Explosives, Fireworks, and Flammable Materials

The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks

## Alcoholic Beverages

The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.

## Drugs

The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property.

## Drug Paraphernalia

The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property.

## Public Intoxication

Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.

## Gambling

Unlawful gambling in any form.

## Financial Irresponsibility

Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution.

## Unacceptable Conduct in Disciplinary Proceedings

Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness.

## Failure to Cooperate with Institutional Officials

Failure to comply with directions of institutional officials acting in the performance of their duties.

## Violation of General Policies

Any violation of the general policies of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

## Attempts, Aiding and Abetting

Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution

## Violations of State or Federal Laws

Any conviction of violation of state or federal laws or regulations proscribing conduct or establishing offenses, if a student's violation of such laws or regulations also adversely affects the institutions' pursuit of its educational objectives.

## Violation of Imposed Disciplinary Sanctions

Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution.

## Sexual Misconduct

Committing any act of sexual misconduct as defined by TBR Policy 6:03:00:00.

## Harassment or Retaliation

Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 6:01:00:00, 6:02:00:00, and TBR Guideline P-080.

## Academic Misconduct: Plagiarism, Cheating, or Fabrication

For purposes of this section, the following definitions apply:

- **Plagiarism**— The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution.
- **Cheating**—Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.
- **Fabrication**— Unauthorized falsification or invention of any information or citation in an academic exercise.

## Unauthorized Duplication or Possession of Keys

Making, causing to be made or the possession of, with the intent to use or make available for use by others, any key for an institutional facility without proper authorization.

## Litter

Dispersing litter in any form onto the grounds or facilities of the campus.

## Pornography

Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value.

## Abuse of Computer Resources and Facilities

Misusing and/or abusing campus computer resources including, but not limited to the following:

- Use of another person's identification to gain access to institutional computer resources.
- Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems.
- Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file.
- Unauthorized transfer of a computer or network file.
- Use of computing resources and facilities to send abusive or obscene correspondence.
- Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system.
- Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official.
- Violation of any published information technology resources policy.
- Unauthorized peer-to-peer file sharing.

## Unauthorized Access to Institutional Facilities and/or Grounds

Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present.

## Providing False Information

Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution.

## Unauthorized Surveillance

Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in



the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means.

## Smoking Violations

Violation of any TBR and/or institutional smoking or other tobacco use rules or policies. Disciplinary action may be taken against a student for violations of the foregoing policies which occur at or in association with enrollment at an institution governed by the State Board of Regents for any academic period.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters.

Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the student leaves the institution, including after the awarding of a degree, is actionable under these provisions and may result in the retroactive application of a disciplinary sanction.

Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

## Academic and Classroom Misconduct

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the school. Extended or permanent exclusion from the classroom can be effected only through appropriate procedures of the school.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular school procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or zero for the exercise or examination or to assign an "F" or zero for the course. At their discretion the director has the authority to dismiss a student due to academic misconduct.

If a student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

## Disciplinary Sanctions

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate school official.

### Definition of Sanctions

#### Restitution

Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss.

## Warning

The appropriate institutional official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action.

## Reprimand

A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these policies and provides notice that that any further violation(s) may result in more serious penalties.

## Service to the Institution or Community

A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property).

## Specified Educational/Counseling Program

A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic.

## Apology

A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense.

## Fines

Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action.

## Restriction

A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.

## Probation

Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these policies. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these policies while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action.

## Suspension

Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition.

## Expulsion

Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive.

## Revocation of Admission, Degree, or Credential

## Interim Involuntary Withdrawal or Suspension

As a general rule, the status of a student or student organization accused of violation of TBR regulations, this policy, or institutional policies should not be altered until a final determination has been made in regard to the charges. However, interim involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the conduct, or attempted conduct of the student poses a direct threat to the safety of any other member of the institution, its guests, property, or the student's behavior is materially and substantially disruptive of the institution's learning environment or other campus activities. In any case of interim involuntary withdrawal or suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension.

As a general rule, the status of a student or student organization accused of violation of TBR regulations, this policy, or institutional policies should not be altered until a final determination has been made in regard to the charges. However, interim involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the conduct, or attempted conduct of the student poses a direct threat to the safety of any other member of the institution, its guests, property, or the student's behavior is materially and substantially disruptive of the institution's learning environment or other campus activities. In any case of interim involuntary withdrawal or suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension.

## Disciplinary Procedures

In an effort to ensure the constitutional rights of students and provide the protection of due process of law, a student who is subject to disciplinary proceedings based on charges of disciplinary offenses listed in the policy or academic misconduct (cheating, plagiarism, etc.) which could result in suspension or termination from the school has the right to an opportunity to hear the charges against him/her and have a meaningful opportunity to respond prior to such action being taken.

## Types of Hearings

All cases which may result in: (a) suspension or expulsion of a student from the institution for disciplinary reasons, or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A. § 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure. UAPA hearings will be conducted pursuant to TBR Policy 1:06:00:05.

If a student waives his/her right to a UAPA hearing, she/he will be provided a hearing under applicable school procedures. A review committee will review the facts and make a decision regarding appropriate disposition of the case. The review committee will be designated by the President and will be composed of one (1) student representative, one (1) faculty member, and two (2) non-faculty staff members. An alternate will be designated

for any committee member who is personally involved in a particular case or who cannot otherwise be in attendance.

Students who elect an institutional hearing will be advised, in writing, of the following:

1. Breach of regulation(s) of which she/he is charged,
2. Time, date, and place of the hearing allowing reasonable time for preparation,
3. The following rights applicable at the hearing
  - a. The right to present his or her case;
  - b. The right to be accompanied by an advisor;
  - c. The right to call witnesses in his or her behalf;
  - d. The right to confront witnesses against him or her, and
  - e. The method and time limitations for appeal, if any is applicable.
4. Students subject to any disciplinary sanction are entitled to a due process hearing unless that right is waived by the student after receiving written notice of the available procedures.

### Pending the Hearing

Usually the student will attend classes and attend required school functions until a hearing is held and a decision is rendered. Exceptions to these are:

- When a student's physical or emotional safety and well-being are endangered.
- When the general safety and well-being of the faculty, staff, or other school personnel are endangered.
- When the orderly progression of the education objectives of the school may be disrupted.
- When the school property is in jeopardy.

### Informal Meetings

All other matters (i.e., absenteeism, failing grades, etc.) shall be dealt with informally by the President, but do not involve a right to a hearing unless there is a violation of state or federal law.

## Financial Aid

The Financial Aid office at Tennessee College of Applied Technology coordinates two basic types of assistance programs: grants and employment. Specific program information can be obtained from the following program descriptions. Financial assistance programs are extended either individually or in combination according to the needs of the student. All students or applicants should fill out a federal application (FAFSA) to be considered for the Title IV financial aid programs, TSAA award, and the Wilder-Naifeh Technical Skills Grant. Title IV programs include Federal Pell, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS). The financial aid programs apply to qualified students enrolled in an eligible postsecondary program.

**\*\*The amounts listed below for all financial aid are subject to change during an award year by legislative action.**

## Grants

### Federal Pell Grant

This program is a direct grant from the federal government to eligible undergraduate students with financial need. Federal Pell Grant payments will be made on the basis of the regular academic year. This grant is used as a base for all students with a financial need who apply for assistance. All students applying for institutional assistance based on financial need must apply for this program.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

A student must be scheduled to attend at least 216 hours or more in an academic term to be eligible for FSEOG that term. Since FSEOG funds are limited, Pell recipients with the lowest EFC will be considered first. FSEOG funds will be reserved for each term on the basis of the school's experiences for previous years. The FSEOG amount awarded to the student is 75% federal funds and 25% institutional funds. Pell recipients enrolled in less than half time may be considered for a prorated amount if eligible.

### GEAR UP TN Scholarship

The GEAR UP TN Scholarship is a program available to students who participated in the GEAR UP TN program administered by the Tennessee Higher Education Commission. Eligible students may receive both the GEAR UP TN Scholarship and the GEAR UP TN Bridge Incentive Award. Pending available funds, the GEAR UP TN Scholarship provides students enrolled at least half time with a renewable per academic year scholarship at any Federal Pell Grant eligible institution. Students enrolled less than half time in an eligible institution of higher education may qualify for GEAR UP TN Scholarship award. The GEAR UP TN Scholarship and the GEAR UP TN Bridge Incentive Award will have separate reconciliation rosters.

### Tennessee Student Assistance Award (TSAA)

This program was established by the Tennessee General Assembly in 1976 to replace the Tennessee Tuition Grant program. The purpose of this program is to provide non-repayable financial assistance to needy undergraduate students who are residents of Tennessee and are enrolled or accepted for enrollment at a public or an eligible nonpublic post-secondary educational institution in Tennessee. The student must be enrolled at least half time (216 hours) in an eligible program that is at least six months in length. The student must be currently enrolled at the time the financial aid administrator completes the certification roster. No student will receive an award greater than the amount of tuition and mandatory fees assessed by the institution attended. If the money appropriated by the Tennessee General Assembly is insufficient to help all eligible students, those whose EFC are lowest will receive priority for awards. A deadline is usually set for this award by Tennessee Student Assistance Corporation (TSAC).

### Tennessee Dual-Enrollment Grant

This grant is funded through Tennessee Student Assistance Corporation (TSAC) and is available for high school juniors and seniors who are enrolled in postsecondary training at an eligible Tennessee public or private institution. To be eligible students must have successfully completed all requirements through the 10<sup>th</sup> grade and officially be classified as a junior or senior and must maintain an 80.5 cumulative grade average in their postsecondary course. Students must also meet all other eligibility requirements as specified by TSAC. Students will be eligible for up to \$300 per semester (maximum of \$600 per academic year).

## Tennessee Promise Scholarship

Tennessee Promise is both a scholarship and mentoring program focused on increasing the number of students that attend college in our state. It provides students a last-dollar scholarship, meaning the scholarship will cover tuition and fees not covered by the Pell grant, the HOPE scholarship, or state student assistance funds. Students may use the scholarship at any of the state's 13 community colleges, 27 colleges of applied technology, or other eligible institution offering an associate's degree program. While removing the financial burden is key, a critical component of Tennessee Promise is the individual guidance each participant will receive from a mentor who will assist the student as he or she navigates the college admissions process. This is accomplished primarily via mandatory meetings that students must attend in order to remain eligible for the program. In addition, Tennessee Promise participants must complete eight hours of community service per term enrolled, as well as maintain satisfactory academic progress (2.0 GPA) at their institution.

## Tennessee ReConnect Grant

Tennessee Reconnect Grant is a "last dollar" scholarship that pays the remaining balance after other state and Pell Grants have been applied. This Grant is available for students who want to attend Tennessee Colleges of Applied Technology. It is required to be a Tennessee resident, U.S. Citizen, have a FAFSA dependency status of independent, enroll full time at a Tennessee College of Applied Technology, be in pursuit of a certificate or diploma, and maintain continuous enrollment and satisfactory academic progress. You do not fill out a separate application for the Reconnect Grant. You will need to fill out a Free Application for Federal Student Aid (FAFSA). The Tennessee Reconnect Scholarship is a last dollar scholarship, so it funds the remaining tuition after the federal government, and any other eligible state programs chip in. The result for qualifying students is the same: Tuition-free education at TCAT.

## Wilder-Naifeh Technical Skills Grant

Tennessee College of Applied Technology students who are Tennessee residents and working toward a certificate or diploma may apply for the Wilder-Naifeh Technical Skills Grant (WNTSG) which is part of the Tennessee Education Lottery Scholarship (TELS). The FAFSA application deadline date is June 30 of the award year.

## Federal Work Study (FWS)

A federal work program whereby students may work based on financial need up to 10 hours per week while school is in session and up to 40 hours per week when school is between sessions. Students are placed in jobs on campus for regular FWS and off campus for community service FWS. Students are awarded a maximum of \$1500 per award year. This program provides employment payment on an hourly basis only.

Unless otherwise notified, students accepting employment should report to Federal Work Study Program Administrator for their job assignment and clearance to work. If there are more eligible students than positions, the program will operate on a first-come, first-served basis until funds are exhausted. The FWS amount awarded to the student is 75% federal funds and 25% institutional funds. Less-than-half-time students may be considered for a prorated amount if eligible.

## Outside Assistance

Veteran's benefits, Vocational Rehabilitation, Workforce Network (WIA), Tennessee Opportunity Program for Seasonal Workers (TOPS), American Indian Center (AIC), KY Indian Manpower, Dislocated Worker Programs, Trade Adjustment Act (TAA), local organizations, and foundations also contribute to student assistance. Interested persons should check with the Coordinator of Student Services about these programs.

# The Financial Aid Process

## Student Eligibility

In order for a student to receive financial assistance from federal or state financial aid programs, the student must:

- Be enrolled as a regular student in an eligible program (Refer to Federal Guidelines for exceptions).
- Be a U.S. citizen/national or an eligible noncitizen.
- Be making satisfactory progress in accordance with policy.
- Not be in default on a Federal Perkins/National Direct Student Loan, Federal Family Education Loan, Federal Direct Student Loan, Income Contingent Loan or a Consolidated Loan or must have documented satisfactory repayment arrangements if in default.
- Not owe a refund or repayment on a Federal Pell Grant, Tennessee Student Assistance Award, Federal Supplemental Educational Opportunity Grant, Byrd Scholarship, or a Wilder-Naifeh Technical Skills Grant or must have documented satisfactory repayment arrangements.
- Have a federal confirmation statement of registration compliance indicating either that the student has registered with the Selective Service or that the student is not required to register.
- Have completed a statement of educational purpose saying that the student will use the money only for expenses related to attending the school. (Usually collected on the FAFSA)
- Have a High School Diploma, GED, HiSET, approved Home School certification, have taken and passed an independently administered examination approved by the Secretary of Education, or successfully completed 225 clock hours.
- Must not have been convicted of any drug related offense while receiving Title IV Aid.

## Application Procedures

Student's needing financial aid must follow the procedures below to apply:

- Complete the Free Application for Federal Student Aid (FAFSA). Instructions and forms can be obtained from the Student Services office.
- Submit the Student Aid Report (SAR), SAR Information Acknowledgment, or use the school's electronic ISIR. These forms must be used before other need-based programs can be awarded even if the student is proven ineligible for the Federal Pell grant program.
- Provide Tennessee College of Applied Technology information of other post-secondary schools attended during the current academic year.
- Have a high school diploma, GED, or HiSET.
- Complete all admission requirements unless currently enrolled. Only students admitted in an eligible program can be considered for student financial aid.
- Less-than-half-time students (less than 15 hours per week) may apply for some financial aid programs.

- Must not owe a refund or overpayment on any grant, must not be in default on any student loan, and must not have borrowed in excess of the loan limits under the Title IV programs at any institution.
- Register with the Selective Service for those required.
- Maintain good academic standing and make satisfactory progress toward a certificate or diploma in an eligible program approved by the Department of Education.
- Be a U.S. citizen or permanent resident.
- Be in compliance with federal drug-free rules and laws for receiving financial aid.
- Must not be incarcerated in a local, state, or federal correctional institution as well as a work release or educational release facility.
- Complete all verification requirements if required:
  - Adjusted gross income/taxes paid (NOTE: A signed copy of the family's 1040, 1040EZ, 1040A form or a statement from the IRS verifying income are examples of verification documents.)
  - A statement certifying the nontax filing status claimed on the application
  - Untaxed income and benefits
  - Documentation of household number and number attending post-secondary institutions
  - Any other conflicting information uncovered during the course of verification or any other time must be resolved satisfactorily
- Submit a FAFSA application each academic year. Financial aid is not automatically renewable.

After the financial aid process has been completed, an award letter will be given to the student from the Student Services office. The letter will indicate the amount and type of aid for which the student is eligible.

## Determination of Financial Need

The calculation of financial need is a relatively simple step. After selecting the appropriate student expense budget for a particular student, the expected family contribution (EFC), as found on the SAR report, ISIR, or SAR Information Acknowledgment which includes both the parents' and the student's expected contribution, is subtracted from the budget. The basic formula, therefore, is this:

$$\begin{array}{r} \text{Cost of education (student budget)} \\ - \text{Expected family contribution (EFC)} \\ \hline \text{Financial Need} \end{array}$$

If the family's resources are sufficient to meet the anticipated costs, the student has no financial need. If those resources are insufficient, however, the student does have financial need.

It is important to keep in mind that the "Expected Family Contribution (EFC)" is not the amount a family must pay in order to be eligible to receive financial assistance. It is a reasonable expectation of that family's ability to contribute toward a student's educational cost based on the information reported on the financial aid application. Students are the direct beneficiary of their education and should normally share in the responsibility to pay for it.



## Packaging

Packaging refers to evaluating a student's financial need and awarding aid in an equitable and consistent manner.

Evaluating a student's financial need consists of the institution's cost of attendance budget minus expected family contribution (EFC) equals estimated need. After estimated need is established, the Financial Aid Administrator will look at all available aid resources from which he/she can award aid for that student. The Financial Aid Administrator will also take into account any aid received from other sources and subtract this from the need. These amounts will be prorated according to the amount of time the student is enrolled for the academic year.

Examples of other sources of aid include but are not limited to the following: TOPS, Veterans' benefits, Americorps benefits, scholarships, fee waivers, Vocational Rehabilitation, Workforce Investment Act (WIA), Families First, TRA/TAA/NAFTA, etc.

**NOTE: It is the student's responsibility to notify the Financial Aid Administrator of other aid that he/she will receive or has received from another school during the academic year.**

## Verification Policies

The Tennessee College of Applied Technology adheres to the following verification principles developed by the National Association of Student Financial Aid Administrators (NASFAA):

### Who Must be Verified

- The Tennessee College of Applied Technology will verify applicants selected by the Secretary via the federally approved edits. This includes recipients of Wilder-Naifeh even though they may not be eligible for federal Pell grant.
- The Tennessee College of Applied Technology's selection policy will be applied consistently to all applicants not selected or required to be selected by the Secretary.
- The Tennessee College of Applied Technology will require transfer students previously selected for verification to reverify their information unless they are excluded under the provisions of 34 CFR Part 668.

### Verification Items

- For applicants selected as outlined in the previous section, the Tennessee College of Applied Technology will verify the items specified in 34 CFR Part 668.
- The Tennessee College of Applied Technology will resolve and document discrepant application information for all applicants in compliance with 34 CFR Part 668.

### Applicant Responsibility

- Applicants selected for verification by the Secretary are required to provide requested information or documentation prior to enrollment in order to be eligible to receive Title IV student aid funds.
- If a Federal Pell Grant or campus-based applicant's dependency status changes during the award year or the original application was filed incorrectly, the applicant must make a correction reflecting the changed status unless the change results from a change in marital status.

- Selected applicants must certify and/or update the household size and number in post-secondary education to reflect accurate data as of the date of verification. **(Note: Students not selected for verification cannot update household size and number in college.)**
- The applicant must return to Title IV or state programs any overpayment discovered during verification.

### Documentation

- The Tennessee College of Applied Technology will require applicants to submit acceptable documentation prior to enrollment as specified in 34 CFR Part 668.
- For verification of independent student status for the campus-based programs, the Tennessee College of Applied Technology will adhere to the Federal Pell Grant documentation requirements specified in 34 CFR Part 668.
- The Tennessee College of Applied Technology will follow the guidelines under 34 CFR Part 668 with respect to the “ability” of parent(s) to provide documentation.

### Time Period

- Applicants selected for verification either by the Secretary or the school must provide requested information not later than three (3) months from the date of the verification letter.
- If the Tennessee College of Applied Technology will grant an extension of time, the extension will be on an individual basis and based on documented extenuating circumstances.

### Consequences for Failure to Provide Documentation within the Specified Time Period

- The Tennessee College of Applied Technology will not disburse any Federal Pell, FSEOG, TSAA, WNTSG, or approve FWS employment for applicants who fail to provide requested documentation within the time frame.

### Tolerances

- For the Federal Pell Grant program, the Tennessee College of Applied Technology should not recalculate the EFC for an applicant. The student should resubmit his/her SAR/ISIR if the application information changes as a result of verification. (See Verification Guide for tolerance levels and options.)
- The institution will have the student resubmit the SAR if there are any errors in non-dollar items used to calculate the EFC. A \$400 net tolerance option (which applies only to AGI, taxes paid, and untaxed income) exists for Pell and campus-based programs.

### Notification

- The Tennessee College of Applied Technology will inform the applicant of verification procedures and requirements through written and/or verbal communications (see example below).
- The school will notify the applicant of the results of verification through written or verbal communications.
- For the Federal Pell Grant program, the Tennessee College of Applied Technology will notify the student if a dollar error in his/her application information would increase his/her federal Pell grant award. The Tennessee College of Applied Technology may pay on the student’s original SAR and should encourage the student to resubmit the SAR.

## Referral Procedures

The institution will forward to the Secretary the name, Social Security numbers, and other relevant information of an applicant who has received funds based on possible incorrect information after the institution has made a reasonable effort to resolve the discrepancy.

*(Example letter requesting verification information)*

\_\_\_\_\_  
Date

Dear

You have been selected for a process called verification. You are to submit the following to this office:

\_\_\_\_\_ A signed copy of your (and your spouse's) \_\_\_\_\_ tax return(s).

\_\_\_\_\_ A signed copy of your parents' \_\_\_\_\_ tax return.

\_\_\_\_\_ A letter/statement from the Social Security Administration which shows the amount of Social Security benefits you received for yourself and members of your family for \_\_\_\_\_.

\_\_\_\_\_ Verification worksheet

\_\_\_\_\_ Others: \_\_\_\_\_

In order to receive federal financial aid, you must submit the above information within three (3) months from the date of the verification letter. If there are extenuating circumstances, you can request an extension. This is to be done in writing and within the deadline date.

Please be advised that the college will not disburse any federal Pell, FSEOG, TSAA, or Wilder-Naifeh Technical Skills Grant, or start Federal Work Study employment until you have completed the verification process.

Also, applicants who fail to provide the requested documentation to verify reported information within the above deadline will forfeit their financial aid award.

Should you have additional questions, please contact the Financial Aid office immediately.

Sincerely,

Jennifer Trammell  
Coordinator of Student Services

## Distribution/Payment of Financial Aid

Federal Work Study (FWS) jobs will be awarded until funds are exhausted. A qualified student must be scheduled to attend a minimum of 216 hours per term to be eligible for FWS that term. The payroll is completed once per month. Less-than-half-time students, if eligible, will be considered for a FWS prorated award based on a lower requirement for hours. There is no guarantee that FWS earnings will equal exactly the award amount as students are paid for each hour worked.

Federal Supplemental Education Opportunity Grant (FSEOG) awards could be reduced based on total FSEOG monies available versus total amount of eligible FSEOG awards. A student must be scheduled to attend a minimum of 216 hours in a term to be eligible for FSEOG which is disbursed first to Pell recipients with the lowest EFC. Less-than-half-time students, if eligible, will be considered for a FSEOG prorated award based on a lower requirement for hours. Federal SEOG payments are disbursed by academic term.

TSAA payments will be requested for disbursement as soon as Tennessee Student Assistance Corporation (TSAC) certifies the roster. TSAA funds will be disbursed at the same time as other financial aid awards. Students must be currently enrolled to receive TSAA.

*Financial aid disbursements will be made via mail at the earliest time administratively possible.*

## Rights and Responsibilities

Certain responsibilities and obligations go along with the rights, advantages, and opportunities offered to students through financial aid. The following is offered to help you understand your rights and responsibilities.

### Overpayment

An overpayment is any amount paid directly to the student greater than a student is entitled to receive. This may occur, for example, when awards or disbursements are made incorrectly or when a student reports incorrect information on his/her financial aid application(s). Any information which the aid administrator discovers is incorrect must be corrected according to procedures outlined in federal regulations.

The Statute of Limitations does not apply to money owed to the Title IV program.

### Satisfactory Progress for Financial Aid

- A. **To make satisfactory progress a student must:**
  - 1. Complete 75% of cumulative scheduled hours (pace of completion)
  - 2. Must maintain a minimum passing grade of 'C' as published by the institution
- B. Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment period, financial aid will be suspended. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.
- C. Transfer Credit – Students who receive credit for hours completed for previous education (other institutions, life experience, work credit, dual enrollment, etc.) will have their program length reduced. These transfer hours will not be included in cumulative grade average or pace of completion.
- D. Repeats (Repeating after program completion) – Any student who completes an entire clock hour program and later re-enrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completion of the first program and beginning the same program or another program.

## Miscellaneous Appeals

Any student who wishes to appeal a decision made by the Financial Aid Administrator/Counselor may request a review and/or hearing by submitting in writing a request for such to the President of the school, who may refer the appeal to the Financial Aid Advisory Committee if he/she so chooses. The written request from the student must be submitted within five (5) days of notification by the Financial Aid Administrator.

## Change of Program

A student may make two (2) program changes and still may be eligible to receive financial aid during an award year. At each program change, the student will establish a new time frame for completing that program.

## Other Financial Aid Policies

### Enrollment Status Changes

The student must notify the Student Services Coordinator immediately concerning enrollment changes. Financial aid awards will be adjusted based on the changes before checks are disbursed.

### Graduation Date Changes

It is the student's responsibility to notify the Student Services Coordinator to request a change in graduation date before checks are disbursed for that term. If the student graduates prior to the original anticipated graduation date, he/she may owe a repayment. Graduation date extensions may not be granted if it is determined that the student is not making progress in his/her training program.

### Books and Supplies

Books and supplies may be purchased from the school's bookstore. If the student prefers to purchase books and/or supplies from other sources, he/she may request information regarding alternate sources from the Student Services office. Books and/or supplies may be charged to the Wilder-Naifeh Technical Skills Grant up to the amount of the student's eligibility. No refunds are given on books, supplies, and/or uniforms.

### Work Assignments

Students who accept the Federal Work Study program as part of their financial aid awards must report to Federal Work Study Program Administrator for receipt of job assignment upon certification of eligibility and acceptance. Students will be required to work a minimum of one (1) hour per day at their assigned position. Failure to report to the assigned work position could result in the loss of the job.

### Course Load

For purposes of definition, 15-22 hours is considered half-time, 23-29 hours is considered  $\frac{3}{4}$  time, and 30 hours and above is considered full-time for financial aid recipients. Students attending less than half time may apply for financial aid.

### Academic Criteria

Financial aid recipients are expected to maintain satisfactory academic progress to receive Title IV financial aid. Please refer to pages 69-70 for more information regarding satisfactory academic progress.

## Additional Awards

Students anticipating receiving funds from sources other than the Financial Aid office should notify the Student Services Coordinator as soon as the award is made. Failure to notify the appropriate office of additional funds received could result in an over award which the student will be required to repay.

## Professional Judgment

Professional judgment for financial aid adjustments will be considered and approved by the Student Services Coordinator on a case-by-case basis as follows:

Since the formula used to determine eligibility for the Federal Pell Grant is basically the same for all applicants, students who have experienced extenuating circumstances beyond their control may request “Special Conditions” or “Professional Judgment”.

There must be rare and unusual reasons for the financial aid administrator to approve professional judgment requests. In addition, the student must provide adequate documentation to support any adjustments before the request will be considered.

Possible extenuating circumstances could include the following:

- Death of a spouse or parent
- Loss of untaxed income of student, spouse, or parent
- Disability of student, spouse, or parent
- Unusual medical expenses of student, spouse, or parent
- Loss of a job by the student, spouse, or parent due to plant closure or permanent lay off due to business changes

The financial aid administrator’s decision regarding special circumstances is **final** and cannot be appealed. A financial aid “Dependence Override Request” form or a “Request for Professional Judgment” form can be obtained from the Student Services Coordinator.

## IRS Taxable Income

Contact the Internal Revenue Service to determine what grants are considered taxable income.

The full Federal Work Study earned is normally reported as taxable income. IRS will disclose income and tax information to the Department of Education to be matched with the Department of Education records. Students may qualify for tax credits based on tuition paid. Contact IRS for information on qualifications required to claim the educational tax credits. For information on filing for tax credits, refer to: IRS Form 8863, Education Credits (Hope and Lifetime Learning Credits) at <http://www.irs.gov>

## Equal Opportunity Statement

In compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), this educational agency upholds the following policy:

Tennessee College of Applied Technology – Oneida/Huntsville (TCATOH) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic

information, or any other legally protected class with respect to all employment, programs and activities sponsored by TCATOH. The following person has been designated to handle inquiries regarding non-discrimination policies: Amy West, Vice President, [awest@tcatoneida.edu](mailto:awest@tcatoneida.edu), 355 Scott High Drive, Huntsville, TN 37756, (423) 663-4900. The TCATOH policy on nondiscrimination can be found at <http://tcatoneida.edu/nondiscrimination>. Further information may be obtained at <http://tbr.edu/offices/accessanddiversity.aspx?id=7822>.

## Review

The Student Services Coordinator reserves the right on behalf of Tennessee College of Applied Technology to review and cancel any award at any time because of changes in financial and academic status or because of recipient's failure to observe reasonable standards of citizenship and conduct.

## Re-Application

Receipt of financial aid does not automatically renew an application for aid in subsequent years. You must reapply for financial aid each academic year. Applications will be made available during January for the next academic year. It is preferable that reapplication is completed prior to June 30 each year.

## Federal Funds

Commitment involving the use of federal funds is tentative and conditional upon subsequent Congressional appropriation and actual receipt of funds. All regulations governing federal financial aid programs are subject to change by federal legislative action.

## Incarcerated Students

State or Federal incarcerated students are not eligible for Title IV financial aid.

## Department of Education Website for the Student Guide

To obtain additional information regarding student financial aid, go to: <https://studentaid.ed.gov/sa/>.

## Return of Title IV Aid Policy

Students receiving Title IV funds or who were determined to be eligible to receive Title IV funds must have a Return of Title IV aid calculation performed if the student withdraws prior to completing 60% of the clock hours in the period of enrollment.

- A Return of Title IV calculation is **not** required if the student received or was eligible to receive only Federal Work Study (FWS).
- Examples of refund and Return of Title IV calculations will be supplied upon request.
- Procedures for calculating Return of Title IV aid are provided in the worksheets on the pages following this information.

## Application of Financial Aid to Withdrawn Student Debt

Financial aid which has not been disbursed previously to students who withdraw from TCAT will be applied to the outstanding debt owed by the student. Any funds remaining after debt has been retired will be issued to the student at the earliest date possible.



## Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name <input style="width: 90%;" type="text"/>	Social Security Number <input style="width: 90%;" type="text"/>
Date form completed <input style="width: 100px;" type="text"/>	Date of school's determination that student withdrew <input style="width: 100px;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment	

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

### STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV aid disbursed for the period.
1. Pell Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Academic Competitiveness Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	+ <input style="width: 100%;" type="text"/>
3. National SMART Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	= <b>E. \$</b> <input style="width: 100%;" type="text"/>
4. FSEOG	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
5. TEACH Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
6. Iraq Afghanistan Service Grant	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<b>A.</b>	Subtotal	<b>C.</b>	Subtotal
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	F. Total Title IV grant aid disbursed and that could have been disbursed for the period.
7. Unsubsidized FFEL/Direct Stafford Loan	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
8. Subsidized FFEL/Direct Stafford Loan	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	+ <input style="width: 100%;" type="text"/>
9. Perkins Loan	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	= <b>F. \$</b> <input style="width: 100%;" type="text"/>
10. FFEL/Direct PLUS (Graduate Student)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
11. FFEL/Direct PLUS (Parent)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<b>B.</b>	Subtotal	<b>D.</b>	Subtotal
			G. Total Title IV aid disbursed and that could have been disbursed for the period.
			<input style="width: 100%;" type="text"/>
			+ <input style="width: 100%;" type="text"/>
			= <b>G. \$</b> <input style="width: 100%;" type="text"/>

### STEP 2: Percentage of Title IV Aid Earned

Withdrawal date

**H. Determine the percentage of the period completed:**  
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

<input style="width: 90%;" type="text"/>	÷	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/>	%
Hours scheduled to complete		Total hours in period			

▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3. **H.**

### STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

<input style="width: 90%;" type="text"/>	%	X	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/>	I. \$	.
Box H			Box G				

### STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**  
From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

<input style="width: 90%;" type="text"/>	-	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/>	J. \$	.
Box I		Box E				

If there's an entry for "J," **Stop here**, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

**K. Title IV aid to be returned**  
From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

<input style="width: 90%;" type="text"/>	-	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/>	K. \$	.
Box E		Box I				

Student's Name

Social Security Number

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

<b>L. Institutional charges for the period</b>	Tuition	<input type="text"/>
	Room	<input type="text"/>
	Board	<input type="text"/>
	Other	<input type="text"/>
	Other	<input type="text"/>

Total Institutional Charges (Add all the charges together) = **L.\$**

**M. Percentage of unearned Title IV aid**  
 100% -  % = **M.**  %

**N. Amount of unearned charges**  
 Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

X  % = **N.\$**

**O. Amount for school to return**  
 Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.  
**O.\$**

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	<input type="text"/>
2. Subsidized FFEL/Direct Stafford Loan	<input type="text"/>
3. Perkins Loan	<input type="text"/>
4. FFEL/Direct PLUS (Graduate Student)	<input type="text"/>
5. FFEL/Direct PLUS (Parent)	<input type="text"/>

Total loans the school must return = **P.\$**

6. Pell Grant	<input type="text"/>
7. Academic Competitiveness Grant	<input type="text"/>
8. National SMART Grant	<input type="text"/>
9. FSEOG	<input type="text"/>
10. TEACH Grant	<input type="text"/>
11. Iraq Afghanistan Service Grant	<input type="text"/>

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

-  = **Q.\$**

▶ If Box Q is ≤ zero, STOP. If greater than zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).  
 These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R.\$**

- ▶ If Box Q is less than or equal to Box R, STOP. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.
- ▶ If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**  
 From the Initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S.**

**T. Amount of Title IV grant protection**  
 Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

X  50% = **T.**

**U. Title IV grant funds for student to return**  
 From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

-  = **U.**

▶ If Box U is less than or equal to zero, STOP. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs	Amount To Return
1. Pell Grant	<input type="text"/>
2. Academic Competitiveness Grant	<input type="text"/>
3. National SMART Grant	<input type="text"/>
4. FSEOG	<input type="text"/>
5. TEACH Grant	<input type="text"/>
6. Iraq Afghanistan Service Grant	<input type="text"/>

## POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET

Student's Name  Social Security Number   
 Date of school's determination that student withdrew  /  /

### I. Amount of Post-withdrawal Disbursement (PWD)

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet **Box 1** \$  .

### II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account

Total Outstanding Charges Scheduled to be Paid from PWD  
 (Note: Prior-year charges cannot exceed \$200.) **Box 2** \$  .

### III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.

\$  .  —  \$  .  = **Box 3** \$  .   
Box 1 Box 2

### IV. Allocation of Post-withdrawal Disbursement

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
ACG	N/A	N/A		N/A	N/A	
National SMART Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Perkins						
Subsidized FFEL / Direct						
Unsubsidized FFEL / Direct						
FFEL / Direct Grad Plus						
FFEL / Direct Parent Plus						
<b>Totals</b>						

### V. Authorizations and Notifications

Post-withdrawal disbursement loan notification sent to student and/or parent on  /  /

Deadline for student and/or parent to respond  /  /

Response received from student and/or parent on  /  / 
 Response not received  
 School does not accept late response

### VI. Date Funds Sent

Date Direct Disbursement mailed or transferred Grant  /  /  Loan  /  /