



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
ONEIDA/HUNTSVILLE

2019-2020



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

The Tennessee College of Applied Technology is an AA/EEO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. The following person has been designated to handle inquiries regarding the nondiscrimination policies. The Tennessee College of Applied Technology Oneida/Huntsville is governed by the Tennessee Board of Regents and is accredited by the Council of Occupational Education.



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

ONEIDA/HUNTSVILLE

2019-2020

Student Handbook

Publication Date: August 2019

Publication No: TCATO/H 20-2

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.

The requirements set forth in this Handbook reflect the 2019-2020 academic year which includes the Fall 2019, Spring 2020, and Summer 2020 trimesters.

The course offerings and requirements of the institution are continually under examination and revision. This Handbook presents the offerings and requirements in effect at the time of publication; it does not guarantee that such offerings and requirements will not be changed or revoked. Adequate and reasonable notice will be given to students to be affected by any changes. This Handbook 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 policies and rules affecting students, to be effective whenever determined by the institution. Such changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

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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
Danny Sheckles Emergency Medical Technology Director (part-time)
Patricia Davis Account Clerk III
Nancy Boles Financial Aid Assistant
Kimberly Kidd Admissions & Records Lead Worker
Michael Smith Maintenance
Brian Armstrong Maintenance
Amy Lyons Secretary I

Program Instructional Staff

Janet Watson Administrative Office Technology
Danny Norman Automotive Technology
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
Jade Kidd * Practical Nursing
Patricia Walls Technology Foundations
Christopher Chambers Welding Technology

Adjunct Instructional and Instructional Support Staff

Jimmy Baird Automotive Technology (Secondary)
Dennis Wright ** Automotive Technology (Secondary)
Fonda King Nursing Aide (Secondary)
Jonathan Beaty * Emergency Medical Technology
David Alcorn * Power Line Construction and Maintenance
Stephen Pierce * Power Line Construction and Maintenance00000000000000

* 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, Master Instructor	Administrative Office Technology	B.S. in Business Administration	1992	5 years	27 years	37.5 hours
Danny Norman, Associate Instructor	Automotive Technology	Automotive Technology Diploma ♦ ASE Master Technician	2018	7	5 years	37.5 hours
Jimmy Baird (SHS)	Automotive Technology (Secondary)	ASE Certified in Engine Performance and Brakes	2006	27 years	13 years	37.5 hours
Jonathan Beaty, Adjunct Faculty	Emergency Medical Technology	A.A.S. in Health Science – EMT Paramedic ♦ ACLS Instructor, PALS Instructor, and BLS Instructor Certified	2019	16 years		30 hours
Dennis Wright, Adjunct Faculty	Automotive Technology (Secondary)	US Air Force Mechanic Training	2017	19	2	25 hours
Wayne Todd, Associate Instructor	Collision Repair Technology	Auto Collision Repair Technician Diploma ♦ ASE Master Technician	2001	28 years	18 years	37.5 hours
Rodney Stephens, Instructor	Computer Information Technology	A.S. in Electrical Engineering ♦ 58 Hours toward an Associates in Computer Science / A+ & Network+ Certifications	2000	25 years	19 years	37.5 hours
Jayne Roysden, Instructor	Cosmetology	Certified Instructor in Cosmetology ♦ ABCH Board Certified Hair Colorist, 2002 ♦ Cosmetology Training, Hair Academy, 1990	2007	25 years	12 years	37.5 hours
Jared Terry, Associate Instructor	Machine Tool Technology	Machinist I Diploma	2010	18 years	9 years	37.5 hours
Fonda King, Adjunct Faculty	Nursing Aide (Secondary)	Licensed Practical Nurse (LPN) ♦ BLS Instructor Certification	2015	10 years	4 years	10 hours
Nash Strunk, Associate Instructor	Pharmacy Technology	Pharmacy Technician Certificate	2018	6 years	1 year	37.5 hours
Darrell Evans, Associate Instructor	Power Line Construction and Maintenance	IBEW Apprenticeship Lineman Program (Journeyman Lineman)	2016	27 years	3 years	37.5 hours
Jade Kidd, Instructor	Practical Nursing	B.S. in Nursing ♦ CPR and BLS Certified	2007	13 years	12 years	37.5 hours
Patricia Walls, Senior Instructor	Technology Foundations	B.S. in Business Administration ♦ 9 Hours in Education	1989	9 years	30 years	37.5 hours
Christopher Chambers, Associate Instructor	Welding Technology	Combination Welder Diploma ♦ American Welding Society ♦ CWE & CWI Certification	2004	12 years	15 years	37.5 hours

Calendar

Tennessee College of Applied Technology Academic Year 2019-2020

Fall 2019 Trimester

Labor Day Holiday (all students & staff)	September 2, 2019
Classes Begin	September 3, 2019
Student Holiday (all students)	October 18-21, 2019
Mid-term Enrollment.....	October 24, 2019
Student Holiday (all students)	November 27, 2019
Thanksgiving Holiday (all students & staff)	November 28, 2019
Administrative Closing (all students & staff)	November 29, 2019
Classes End	December 18, 2019
Student Holiday (all students)	December 19-23, 2019
Administrative Closing (all students & staff)	December 24, 2019
Christmas Holiday (all students & staff)	December 25, 2019
Administrative Closing (all students & staff)	December 26-31, 2019

Spring 2020 Trimester

New Year's Holiday (students & staff)	January 1, 2020
Student Holiday (all students)	January 2-3, 2020
Classes Begin	January 6, 2020
Martin Luther King Holiday (all students & staff)	January 20, 2020
Student Holiday (all students)	February 17, 2020
Mid-term Enrollment.....	February 27, 2020
In-service Training	March 9-13, 2020
Student Holiday (all students)	April 10, 2020
Classes End	April 24, 2020
Student Holiday (all students)	April 27-May 1, 2020

Summer 2020 Trimester

Classes Begin	May 4, 2020
Memorial Day Holiday (all students & staff)	May 25, 2020
Student Holiday (all students)	June 24-July 2, 2020
July 4 Holiday (all students & staff)	July 3, 2020
Mid-term Enrollment.....	July 8, 2020
Student Holiday (all students)	July 6-7, 2020
Classes End	August 26, 2020
Student Holiday (all students)	August 27-31, 2020

*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 institution, 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)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Non-Discrimination Statement

The Tennessee College of Applied Technology Oneida/Huntsville is an AA/EEO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Amy West, Vice President, 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>.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. The Department of Education has issued regulations on the requirements of Title IX, 34 C.F.R. § 106.1et seq. The Title IX common rule published on August 30, 2000 covers education program providers/recipients that are funded by other federal agencies. More information about Title IX and its statutes and regulations can be found at the Department of Justice website.

Policy on Program Integrity Student Complaints

The Tennessee Board of Regents takes very seriously complaints and concerns regarding its institutions. Under the Federal Program Integrity rules (34 CFR 600.9(a)(1)(i)(A)), the TBR system office has been designated as the authority to investigate complaints about TBR institutions related to institutional accreditation or violations of State laws. Every TBR institution has a process to resolve complaints. Before a complaint is filed with this form, the complainant must attempt to resolve the matter with the institution. If the matter cannot be resolved, a complaint may be filed with the TBR.

Complaints related to accreditation for the Colleges of Applied Technology can also be made by contacting the Council on Occupational Education at 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 38350 (www.council.org).

Confidential complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu, online, by calling the TBR Office of System-wide Internal Audit at 615-366-4441, or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

Notice: Under Tennessee's open records law, all or parts of complaints - except confidential reports of fraud, waste or abuse - will generally be available for review upon request from a member of the public.

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 with a combined annual enrollment of over 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 the school is maintaining up-to-date, quality training programs. The Automotive Technology program 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 Emergency Medical Technology, Practical Nursing, and Power Line Construction and Maintenance.
- 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

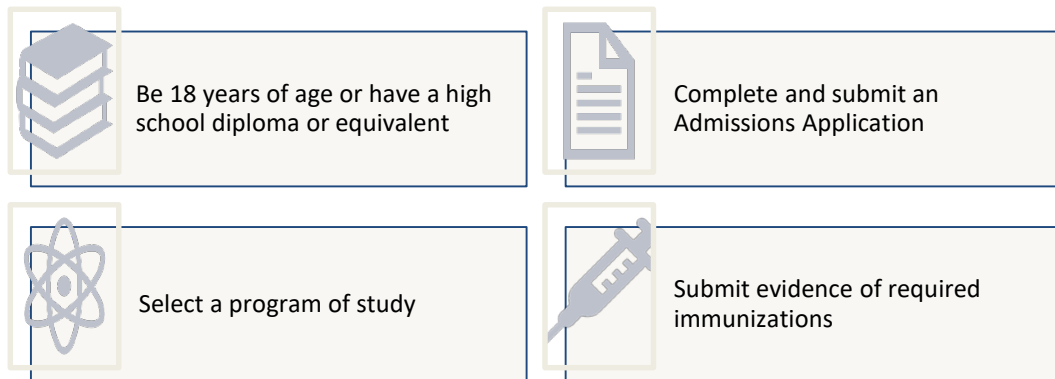
Tennessee College of Applied Technology shall admit applicants to all programs on a “first-come, first-serve” basis with the following minimum requirements. Practical Nursing and Cosmetology admission requirements follow guidelines specified by the certifying state agencies for those programs.

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.

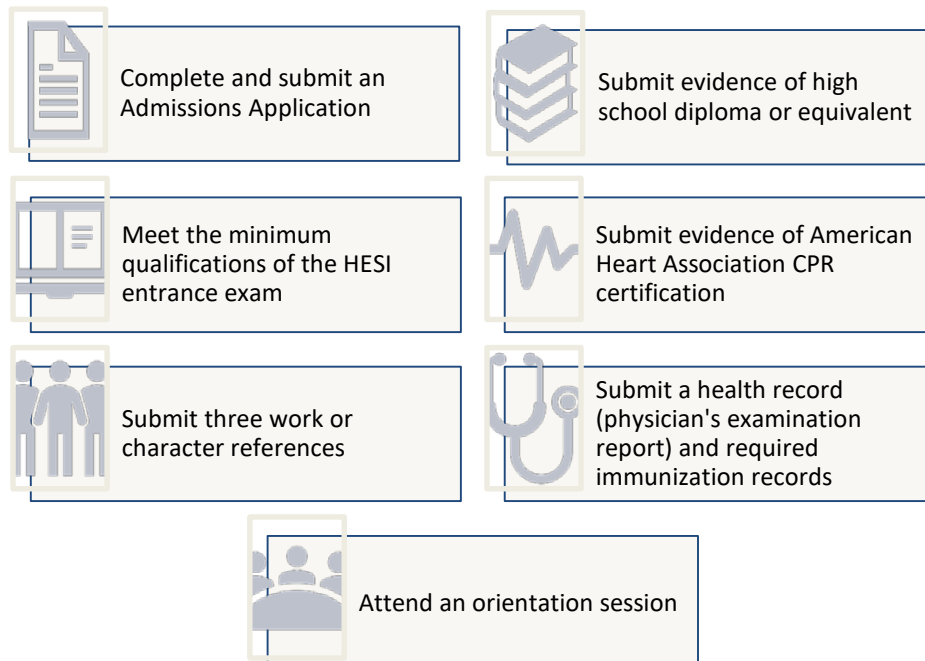
All persons who are required to register for the Federal Draft under 50 U.S.C. App. Section 453 are not eligible to enroll in any post-secondary school until they have registered with Selective Service.

General Admission Requirements

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



Practical Nursing Admission Requirements



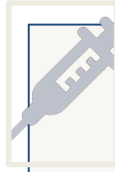
Cosmetology Admission Requirements



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 Admissions Application



Submit evidence of required immunizations

High School Dual Enrollment Admission Requirements

Through agreements with the Tennessee College of Applied Technology Oneida/Huntsville 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 Emergency Medical Technology, Practical Nursing and Power Line Construction and Maintenance. Students will be required to complete and submit an **Admissions Application** and 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 complete each course specified in the program's curriculum 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

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
Brake and Chassis Technician, Certificate		
AUT 0002	Worker Characteristic	6
AUT 2010	Engine Repair	210
AUT 2020	Heating and Air Conditioning	216
Automotive Technician Apprentice, Certificate		
AUT 0003	Worker Characteristic	6
AUT 3010	Electric & Electronic Systems	426
AUT 0004	Worker Characteristic	6
AUT 4010	Engine Performance	426
Automotive Service Technician, Certificate		
AUT 0005	Worker Characteristic	6
AUT 5010	Manual Drive Trains & Axles	210
AUT 5020	Auto Transmission & Transaxles	216
Automotive Technician, Diploma		

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

Non-structural Assistant, Certificate

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

Non-structural and Structural Assistant, Certificate

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

Collision Repair Technician, Diploma

Automotive Refinishing Technician, Diploma

CRT 0004	Worker Characteristic	6
CRT 4010	Painting and Refinishing	426

Collision Repair and Refinishing Technician, Diploma

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 four certificate levels and two 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

Personal Computer Operator, Certificate

CIT 1051	Computer Hardware Foundations	216
CIT 2005	Computer System Support Foundations	210

Technical Support Specialist, Certificate

CIT 0002	Worker Characteristic	6
CIT 2006	Networking Fundamentals	216
CIT 0003	Worker Characteristic	6
CIT 3001	Networking Fundamentals II	210

Information Technology Network Support Specialist, Certificate

CIT 3002	Security Fundamentals	216
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Information Technology Security Specialist, Certificate

CIT 0004	Worker Characteristic	6
CIT 3010	Advanced Networking	426

Information Technology System Support Specialist, Diploma

CIT 0005	Worker Characteristic	6
CIT 5001	Pro Networking	426

Information Technology Systems Coordinator, Diploma

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

Cosmetologist, Diploma

Emergency Medical Technology

51.0904

Program Length: 7 Months

Mission Statement: To enhance the quality of emergency medical care provided to the community by ensuring quality programs that graduate proficient, confident, competent and compassionate field technicians.

This course is designed to instruct a student to the level of Emergency Medical Technician-Basic, formerly the EMT-Ambulance, who serves as a vital link in the chain of the health care team. It is recognized that the majority of prehospital emergency medical care will be provided by the EMT-Basic. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service.

<u>Course Code</u>	<u>Course Description</u>	<u>Estimated Hours</u>
EMT 0001	Worker Characteristic	6
EMT 1010	Foundations of EMS	34
EMT 1020	Airway Management Respirations and Artificial Ventilations	30
EMT 1030	Patient Assessment	50
EMT 1040	Medical Emergencies	60
EMT 1050	Trauma Emergencies	50
EMT 1060	Special Populations (Pediatrics and Geriatrics) I	40
EMT 1070	EMS Operations	30
EMT 1080	Clinical I	132

Basic Emergency Medical Technician, Certificate

EMT 0002	Worker Characteristic	6
EMT 2010	Preparations for Advanced EMT Practice	14
EMT 2020	Human Development Health and Disease	20
EMT 2030	Pharmacology	30
EMT 2040	Assessment and Initial Assessment	20
EMT 2050	Medical Emergencies	25
EMT 2060	Trauma Emergencies	25
EMT 2070	Special Populations (Pediatrics and Geriatrics) II	20
EMT 2080	Rescue and Special Operations	20
EMT 2090	Clinical II	132

Advanced Emergency Medical Technician, 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

PRACTICAL NURSE LICENSURE REQUIREMENTS

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

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 programs) 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. Full-time 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 occur. Students who are suspended and wish to return to the training program will be eligible to return at the beginning of the next trimester. The student will be required to submit a new Admissions Application and will be placed in the program as openings exist.
 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 as follows:
 1. Written notification from the instructor will be given to part-time students when their allowable absences equal 5.5% of the hours for which they are enrolled during the trimester/term. For example, students who are enrolled for 216 clock hours will receive written notice from the instructor when their absences equal 12 hours ($216 \text{ clock hours enrolled} \times 5.5\% = 12$).
 2. Part-time students will be suspended will be suspended for the remainder of the trimester/term when absence hours exceed 9.7% of the hours for which they are enrolled. For example, students who are enrolled for 216 clock hours will be suspended for the remainder of the trimester/term when their absences equal 21 hours ($216 \text{ clock hours enrolled} \times 9.7\% = 21$).
 3. Dual-enrolled students will receive written notification according to the following schedule:
 - a. Oneida High School students who are absent more than 8 hours will receive written notification from the instructor; those absent more than 14 hours will be suspended from the program.
 - b. Scott High School students who are scheduled to attend a 1-hour block and are absent 4 hours will receive written notification from the instructor; those absent more than 7 hours will be suspended from the program.
 - c. Scott High School students who are scheduled to attend a 2.5-hour block and are absent 10 hours will receive written notification from the instructor; those absent more than 17 hours will be suspended from the program.
 - d. Dual-enrolled 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 attendance suspension may remain in the class until the suspension has been reviewed and a decision has been communicated to the student.

IMPORTANT:

- Students who are absent three (3) consecutive days will be removed from the program unless they meet the following conditions:
 - Must notify the instructor before the end of the third day of their expected date of return to class; **and**
 - Must return on the date specified; **and**
 - Must provide official documentation (e.g., medical excuse) for extended absence beyond 3 days.

IMPORTANT: Failure to meet these conditions will result in withdrawal from the program.

- Make-up time is not permitted for any student.

Progress

Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 72 days of instruction that comprise a term. 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. Those evaluations shall be based on the following scale of progress:

*General Assessment

Objective Scale

A	Excellent	94-100
B	Above Average	87-93
C	Average	80-86
D	Below Average	73-79
F	Unacceptable	0-72

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.

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

Readmission from Suspension for Grades or Attendance

The president may consider for readmission a student who has been suspended. Criteria 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 Progress

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 equivalent as long as all other application requirements are met.

Veteran Student Progress

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 (ADA), 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 mph.

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 granted. 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. When an approved permission form is on file, the high school student 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 or students transporting others 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.

Cellular/Telephone Usage

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.

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

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 30 clock hours in the Technology Foundations course is required before a diploma or certificate will be issued.

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 shall leave his/her classroom or shop without permission from the instructor. 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 and leaving early). High school students must attend as scheduled by their respective schools during this time period.

Cooperative Work Program

The Tennessee College of Applied Technology Oneida/Huntsville (TCATOH) Cooperative Work Program is a work-based method of learning that incorporates both classroom learning and practical on-site work experience opportunities for students who have mastered a set standard of proficiencies within the technical training program. TCATOH faculty work closely and develop strong partnerships with local business and industry to offer our students the most beneficial training experiences to aide them in future career success.

The Cooperative Work Program is designed to provide students the opportunity to further develop the skills they have acquired through classroom training by applying those skills in real-world work settings within the chosen industry. There is no more practical method to prepare students than on-the-job work experience, so we highly encourage our students to participate in this program.

Students must meet the following requirements to be eligible to participate in the Cooperative Work Program:

- Must be enrolled as a full-time student;
- Must have completed at least 50% of the training program requirements and be on track toward completion for a diploma;
- Must maintain satisfactory academic progress (SAP) within the training program each trimester. Satisfactory academic progress includes:
 - Maintaining a cumulative grade average of 80 or above
 - Being in attendance with less than 42 hours' absence in each trimester
 - Having less than 5 tardies in each trimester
- Students enrolled in Automotive Technology and Collision Repair Technology must have attempted a minimum of two (2) ASE certifications and must have passed a minimum of one (1) ASE certification.
- Students enrolled in Computer Information Technology must have passed a minimum of one (1) CompTia certification.

Students enrolled in Emergency Medical Technology, Nursing Aide, Pharmacy Technology, Practical Nursing, and Power Line Construction and Maintenance are not eligible for the Cooperative Work Program.

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.

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 (4357)** or by visiting <https://www.samhsa.gov/>. The caller will be directed to treatment centers in the local area. It is the policy of the Tennessee College of Applied Technology 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 on the next page.

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. In the event of an impending emergency such as tornado, fire, etc., notifications will be sent to all students who are registered and have current contact information in the school's emergency notification system. It is the student's responsibility to notify Student Services of any change in phone number and/or email address to ensure they receive these notifications.

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.

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.

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 Students 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. Trainees may be required to purchase certain prescribed clothing such as shop suits, pants, shirts, aprons, ties, uniforms, 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. Clock hour credit will be given for the total hours in attendance on delayed opening days (e.g., if class begins at 10 a.m., students in attendance from 10 a.m. until 2:30 p.m. will receive 4 hours' credit which includes a 30-minute lunch break). Any hours less than the normal 6-hour schedule will be made up; make up days will be communicated to the students in a timely manner. Failure to attend on the scheduled make up day for the time scheduled will result in an absence on the student's record.

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 and click the Citizens Bulletin Board link for school closings.

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 other agreements established to rectify the debt.

Payment of Student Fees and Enrollment

Cost of training to the trainee includes tuition and fees, textbooks, workbooks, notebooks, tools, pencils/pens, other supplies, prescribed work uniforms or aprons, and certification tests. Student Services provides detailed cost information for each training program. All assessed fees by an institution governed by the Tennessee Board of Regents are due and payable at the time of registration. Tuition and fees are subject to change by the Tennessee Board of Regents during the year.

An individual will be considered enrolled and counted as a student when:

1. The student has paid all assessed tuition and fees; or
2. An approved agency or organization has submitted an acceptable commitment to pay assessed tuition and fees on behalf of the student; or
3. The student has applied for financial aid with the reasonable probability of receiving such.

No commitments from individuals will be accepted on behalf of applicants.

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 from the school 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 the outstanding 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.

Security

In support of the "Crime Awareness and Campus Security Act of 1990", the Tennessee College of Applied Technology is committed to the safety of all students, employees, and visitors. In the event of a criminal action or any other emergency occurring on school premises, the president or designated administrator should be notified immediately.

TCATOH does not have security personnel and is not authorized as a law enforcement agency. Instead, the institution utilizes local law enforcement agencies as deemed necessary in the event that criminal activity occurs or is suspected. The following is a list of TCATOH campuses along with the law enforcement agency with jurisdiction over each one:

- Main campus is located in the City of Huntsville, and is under the jurisdiction of the Scott County Sheriff Department, 575 Scott High Drive, Huntsville, TN 37756, (423) 663-3111.
- Extension campus is located in the City of Oneida, and is under the jurisdiction of the Oneida Police Department, 121 Municipal Dr., Oneida, TN 37841, (423) 569-4255.
- Instructional Service Center is located in the City of Jamestown, and is under the jurisdiction of the Jamestown Police Department, 222 S Main St, Jamestown, TN 38556, (931) 879-5871.

The State of Tennessee District Attorney may be contacted depending on the nature of the crime.

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. A notification is sent to all students and staff with a link to the college Campus Security Report. Crimes included in the report are 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, hate crimes (a crime that manifests

evidence that the victim was intentionally selected because of the perpetrator's bias), larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

Students, staff, and the public may request a copy of this report by calling (423) 663-4900, by visiting the offices at the main campus location, or by e-mailing awest@tcatoneida.edu. For the year 2018 TCAT Oneida/Huntsville had no reportable crimes.

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. Pursuant to TBR Policy P-080, procedures have been developed to investigate any such allegation when made known to school personnel and/or the EEO/AA officer.

Sexual Misconduct Policy

Sexual misconduct is a form of sex discrimination prohibited by Title IX. TCAT Oneida/Huntsville is committed protecting students, staff, and visitors from acts of sexual misconduct and discrimination. As set forth in TBR policy 6.01.00.00, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. TBR and its institutions strictly prohibit these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

To ensure their personal safety, students and employees should use the following tips to protect themselves while on campus:

- Store emergency numbers, including 911, in easily accessible locations (such as cell phones).
- Be alert and aware of surroundings at all times by limiting distractions such as cell phones or other devices.
- Walk in groups and remain in well-lit areas when on campus after dark.
- Always alert someone of your whereabouts if you must be alone on campus.
- Protect personal information when on campus. Be sure to log off all computers or other electronic devices before leaving the building. Secure all passwords in a location that is unavailable to others—NEVER share your login/password information with others.
- Park in well-lit areas when on campus after dark.
- Always lock vehicle doors.
- Lock all items in the trunk of vehicles. Do not bring items of value which are not necessary for educational/work purposes to campus.
- Do not carry large amounts of money on your person or in your bags. If you carry a purse/backpack/bag, never leave it unsecured where others may have access.
- Have car keys available before leaving the building. Standing in the parking lot searching for keys or other items could make you an easy target. In the event that sexual assault does occur, it should be reported to the President, Vice President, Student Services Coordinator, and/or instructor.

Sex Offenders

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> .

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 76% based on the 2018 COE Completion, Placement, and Licensure report.

Suicide Prevention

TCAT Oneida/Huntsville is committed to and cares about all students. Support services are available for any person at TCAT Oneida/Huntsville who is experiencing feelings of; being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help contact the National Suicide Lifeline Number 1-800-273-TALK(8255) or Text "TN" to 741741 or the Trevor Lifeline at 1-866-488-7386. Veterans may also wish to contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Tobacco Policy (Smoking, Vaping, Smokeless Tobacco)

Tennessee College of Applied Technology is a tobacco-free workplace. Smoking and use of smokeless tobacco are prohibited in all buildings owned or operated by the Tennessee Board of Regents and its institutions. This prohibition applies to all hallways, classrooms, laboratories, seminar/meeting rooms, offices, restrooms, and all other spaces in institution-owned or operated buildings. All of the following are covered by this policy:

- **Smoking** means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette (including an electronic cigarette), pipe or other lighted instrument or product that emits smoke or vapor, in any manner or in any form.
- **Vaping** means the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device. Under this policy, vaping is considered smoking.
- **Electronic Cigarette (e-cigarette)** means an electronic device that converts nicotine into a vapor that is inhaled by the user.
- **Smokeless Tobacco** includes snuff, which is fine-grain tobacco that often comes in pouches that users put between their lower lip or cheek and gum, and chewing tobacco, which comes in shredded, twisted or bricked tobacco leaves.

Entrances to all institution buildings are designated as smoke and smokeless tobacco-free. Unless otherwise posted, smoking and use of smokeless tobacco are prohibited within twenty-five (25) feet of all doorways, windows, and ventilation systems of all buildings. Smoking shelters are located at each campus and are the official designated location for smoking and/or smokeless tobacco use. Smokers are responsible for ensuring that all smoking activity, including the lighting and discarding of smoking materials, takes place more than twenty-five (25) feet from the doorways, windows, and ventilation systems of institution buildings to avoid infiltration of smoke into the buildings. Smokeless tobacco users are responsible for discarding the products of their tobacco use responsibly. The smokeless tobacco and/or its juices must be spat into a disposable cup or container that is then disposed of in the trash. Spitting tobacco and/or its juices on the floor, sidewalk, grass, landscape beds or pavement is prohibited.

Smoking and use of smokeless tobacco are prohibited in all motor vehicles owned, leased or operated by the institution. This prohibition applies to motor vehicles rented by the institution, but does not apply to motor vehicles rented individually by an employee for use in institution business travel unless the travel is being reimbursed by the institution and includes another employee who objects to smoking or smokeless tobacco use in the vehicle.

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. Students or former students who owe a debt or obligation greater than \$100 must satisfy the debt before transcripts will be released.

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.

**2019-2020
Trimester Fee Schedule
(on-campus)**

HOURS	MAINTENANCE FEE	STUDENT ACTIVITY FEE	TECHNOLOGY FEE	TOTAL FEES
*1-40	192.00	10.00	45.00	247.00
*41-80	259.00	10.00	45.00	314.00
*81-135	391.00	10.00	45.00	446.00
*136-217	680.00	10.00	73.00	763.00
218-340	1,098.00	10.00	73.00	1,181.00
341-432	1,229.00	10.00	73.00	1,312.00

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.

**2019-2020
Trimester Fee Schedule
High School Students**

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

State Refund Policy

A refund of fees will be in order when any of the following eligibility requirements are met:

- Change in a full-time student's schedule which results in reclassification to a part-time student
- Change in a part-time student's schedule which results in a class load of fewer hours
- Voluntary withdrawal of the student from the school
- Cancellation of a class by the school
- Death of the student
- Students administratively dismissed will not be eligible for refunds.

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

- 100% of maintenance fees will be refunded for classes canceled 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)
Student Activity Fees
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>.

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 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 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.

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.

****Financial aid regulations 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 10th 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 67% 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.

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>

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.

Post-Withdrawal Disbursements

Financial aid which has not been disbursed previously to students who withdraw from TCAT will be applied to any 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.