

# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

NASHVILLE



*Real Skills for Real Jobs!*

Main Campus  
100 White Bridge Road  
Nashville, Tennessee 37209  
615-425-5500  
[www.tcatnashville.edu](http://www.tcatnashville.edu)

**Student Handbook 2015-2016**

# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## Student Handbook/Catalog

**2015-2016**

### **Main Campus**

100 White Bridge Road  
Nashville, TN 37209  
Phone (615) 425-5500  
Fax (615) 425-5581

### **Extension Campus**

7204 Cockrill Bend Road  
Nashville, TN 37209  
(615) 425-5600

### **Franklin Campus**

Renaissance High School  
108 Everbright  
Franklin, TN 37064

### **Portland Campus**

602 South Broadway  
Portland, TN 37148  
(615) 325-5575

### **Springfield Campus**

104 7th Avenue West  
Springfield, TN 37172  
Phone (615) 384-1973  
fax (615) 384-1349

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Revised 2/16

Tennessee College of Applied Technology Nashville (TCATN) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its employment, programs, or activities. TCATN complies with 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 integrity and in compliance of all laws, TCATN does not tolerate any form of sexual or racial harassment. TCATN is accredited by The Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350, (707) 396-3898



## TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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### **Governing Board**

The Tennessee College of Applied Technology is one of 46 institutions in the Tennessee Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, thirteen community colleges, and twenty-seven Tennessee Colleges of Applied Technology. The TBR system enrolls over 190,000 students annually at locations in 90 of Tennessee's 95 counties.

Tennessee Board of Regents  
1415 Murfreesboro Road, Suite 350  
Nashville, Tennessee 37217  
(615) 366-4400

Tennessee College of Applied Technology Nashville (TCATN) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its employment, programs, or activities. TCATNashville complies with 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 integrity and in compliance of all laws, TCATNashville does not tolerate any form of sexual or racial harassment.

In compliance with the Americans with Disabilities Act, individuals are encouraged to disclose their disability to the Student Services Office to receive assistance with accommodations. It is the individual's responsibility to voluntarily and confidentially disclose information regarding the nature and extent of any disability.

**The Tennessee College of Applied Technology Nashville Is accredited by:**

**The Commission of the  
Council on Occupational Education**  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898

## POLICY STATEMENT

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The course offerings and requirements of the TCATN are continually under examination and revision. This Student Handbook/Catalog presents the offering and requirements in effect at the time of publication, but is no guarantee that they will not be changed or rescinded.

Adequate and reasonable notice will be given to students affected by any changes in the Student Handbook/Catalog, most notably all updates and/or corrections will be included in the online version of the Student Handbook/Catalog, which supersedes previous written copies. This Student Handbook/Catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The college reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students and will become effective whenever determined by the institution. These changes will govern current and formerly enrolled students.

TCATN provides the opportunity for students to increase their knowledge by providing various programs of instruction by well-qualified faculty. However, acquisition of knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to any course of program.

\*\*\*This student catalog/handbook has been prepared to provide information about the programs and training opportunities provided by the Tennessee College of Applied Technology Nashville (TCATN). It is designed to serve as a guide for currently enrolled students, parents, educators, employers and others who are interested in seeking information and/or technology training for gainful employment or to update current skills and related information. \*\*\*

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## ACADEMIC CALENDAR

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The Tennessee College of Applied Technology Nashville operates on a year-round basis dismissing only for observance of legal holidays, teacher in-service, breaks between terms and student vacation days. Full-time preparatory classes are scheduled five days a week for six hours a day. In addition to full-time day classes, supplemental classes are offered each term. A new evening schedule is prepared for each term.

The calendar for the Tennessee College of Applied Technology Nashville is based on three equal trimesters that include a minimum of 216 instructional days. The three trimesters are:

**Fall:** September, October, November, December

**Spring:** January, February, March, April

**Summer:** May, June, July, August

432 hours = 1 trimester

864 hours = 2 trimesters

1296 hours = 3 trimesters

1728 hours = 4 trimesters

2160 hours = 5 trimesters

The College may extend the ending dates of periods of instruction at any time prior to or during the academic year due to emergencies beyond the reasonable control of the school, including severe weather, loss of utilities, or orders by governing agencies.

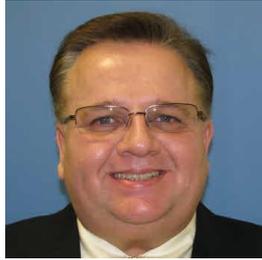
The College reserves the right to cancel any supplemental class scheduled for a given term when the number enrolled is considered insufficient.

### Academic Calendar

<b>Fall 2015</b> (September 7 - December 15)	<b>Spring 2016</b> (January 4 - April 22)	<b>Summer 2016</b> (May 2 - August 25)	<b>Fall 2016</b> (September 6 - December 20)
Registration - September 4	Registration - January 4	Registration - May 2	Registration - September 6
Classes Begin - September 4	Classes Begin - January 4	Classes Begin - May 2	Classes Begin September 6
Holiday - November 25-27	Holiday - January 18	Holiday - May 30	Holiday - November 23-25
End of Term - December 15	Spring Break - March 7 -11	Summer Break - June 20 - July 4	End of Term - December 20
Term Break December 17 - 31	Term Break April 25-29	Classes Resume - July 5	Term Break - December 21-31
		End of Term - August 25	

## DIRECTOR'S WELCOME

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*Mark A. Lenz*

*BS Workforce Education, MA Human Resources Development and Human Resources Management*

It is a pleasure to welcome new and returning students to the Tennessee College of Applied Technology Nashville. I am committed to making your learning experiences here as successful as possible. I myself, along with our faculty and staff, am pleased that you have chosen TCATN as the place to continue your educational journey. Please take the time to familiarize yourself with your student handbook and ask for clarification whenever you need to. It is our hope that you will find the information located here helpful.

Our goal at the Tennessee College of Applied Technology Nashville is to transfer skills and job knowledge to prepare individuals for placement in various career opportunities. We are committed to offering high quality, relative training and education in a focused and respectful environment. Our programs and services are designed to build **Real Skills for Real Jobs**. In support of that effort, TCATN stands ready to provide you with the most up-to-date, comprehensive technical training available.

*Mark A. Lenz*  
Director

## GENERAL INFORMATION

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### History

Tennessee College of Applied Technology Nashville (TCATN), formerly known as the Tennessee Technology Center at Nashville, has had a long, rich tradition in serving the residents of the Middle Tennessee area since its origin at Hume-Fogg Vocational-Technical School in the fall of 1940. Under the Smith-Hughes Act, Hume-Fogg was designated a Vocational-Technical School.

These facilities were utilized twenty-four hours a day. The major purpose of Vocational-Technical Education from 1940-45 was the training of workers for aircraft defense plants, shipyards, and other industrial plants manufacturing ammunition for World War II. In 1945, at the end of World War II, the need was for training or re-training of the returning veterans and workers in a greatly expanding economy. Approximately 21,000 workers and 4,000 veterans received training in various fields at Hume-Fogg Vocational-Technical School.

With the passage of the Federal Vocational Education Act of 1963, the state of Tennessee enacted companion legislation, which provided for a system of State Area Vocational-Technical Schools. The State Department of Education in 1964 contracted with the Davidson County Board of Education to operate the State Area Vocational-Technical School at Hume-Fogg Vocational-Technical School. This operation continued until 1968.

In January 1968, the administration of the Nashville State Area Vocational-Technical School was transferred from the Davidson County Board of Education to the State Department of Vocational-Technical Education. A new facility was built on an eighty-five acre tract at 100 White Bridge Road. The transition of classes to the Nashville State Area Vocational-Technical School from Hume-Fogg Vocational-Technical School was accomplished in approximately four months.

By April 1968, one hundred students in *Office Occupations, Drafting, Machine Shop, Radio and Television, and Cosmetology* were established in the new facility. The first group of students graduated in the fall of 1968.

In August of 1980, a new building was constructed to meet the growing needs of the institution. On June 29, 1982, the campus was dedicated to Matt Lynch, a state labor leader and former member of the school's General Advisory Committee. In 1983, the General Assembly passed legislation, which transferred the governance of the State Area Schools from the State Board of Vocational Education to the Tennessee Board of Regents.

In 1988, the school secured the use of the TVA Training Facility located at 3204 Cockrill Bend in order to offer special industry training courses. Two years later, the school entered into a five-year lease agreement with Tennessee State University to establish the TVA facilities extension campus for the school. The school renovated the TVA training facility at Cockrill Bend in order to begin two new training programs in 1990. The *Truck Driving* and the *Aviation Maintenance Technology* programs are presently located at the Cockrill Bend extension campus.

In order to provide adequate facilities to accommodate the fast expansion of automotive training, a new building was constructed. The Auto Technology Building was completed in February 1992. In 1994, the General Assembly passed legislation to change the name of the State Area Vocational-Technical Schools to "Tennessee Technology Centers". TTCN was one of the twenty-seven Technology Centers in the state providing low-cost occupational training to Tennessee residents.

Our evolution in training Tennessee citizens for work had led us to teach skills at the collegiate level. As of July 1, 2013, the general assembly unanimously approved changing our name to the Tennessee College of Applied Technology Nashville.

### **What is a Tennessee College of Applied Technology?**

A Tennessee College of Applied Technology is an institution, which serves people in a broad geographical area consisting of two or more counties offering technical/occupational education.

Tennessee has 27 colleges of applied technology, 26 of them (all except Chattanooga) are freestanding institutions. They are the state's premier providers of workforce development. The 27 TCAT's and their 818 employees provide state-of-the art technical training for workers to obtain the technical skills and professional training necessary for advancement in today's competitive job market. Through their workforce development mission, the TCAT's help businesses and industries satisfy their need for a well-trained, skilled workforce. Under the governance of the TBR, the TCAT's offer certificate and diploma programs in more than 50 distinct occupational fields as well as customized training for business and industry.

### **Statewide Mission**

The Tennessee Colleges of Applied Technology serve as the premier suppliers of workforce development throughout the State of Tennessee. The Colleges fulfill their 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.

### **TCATNashville Value Statement**

Our goal is to educate and prepare individuals for career opportunities and life-long success. We are committed to offering a quality educational experience in a compassionate and respectful environment. Our programs and services are designed to instill character, dignity, and competence.

### **TCATNashville Purpose**

The purpose of TCATN curricula is to provide instruction whereby individuals may be trained or retrained for employment, and to upgrade skills and knowledge of employed workers. It is also the intent that each program will assist the student in acquiring the skills, knowledge, understanding, and attitudes, which contribute to proficiency and competency in his or her chosen field.

The College fulfills this purpose by providing training through four types of programs:

1. Full-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. These programs are offered on a six-hour per day basis. The length of programs can vary depending upon the requirements of the occupation.
2. Part-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. The part-time preparatory program is offered on less than full-time basis. Length of training ranges from a few months to four years depending upon the entrance requirements of the occupation. Part-time is classified as any hours less than 30 per week.
3. Supplemental programs are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary for present employment or to acquire new skills and knowledge for a higher level of employment. The length of supplementary courses varies from two to several weeks. Content of the courses is determined by the specific needs of the members of the class. Time and frequency of meetings are arranged according to the convenience of the group for which the class is organized.
4. Special Industry and Public Service programs are offered to business and industry upon their request. These classes can be conducted in the school or place of employment of the class members. Specialized and intensified courses to meet specific requirements of industry may be offered when the need arises.

Note: Continuing Education Units (CEU's) are awarded for courses that meet specific guidelines outlined by the International Council for Continuing Education.

## **ADMISSIONS**

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The Tennessee Board of Regents establishes the admission requirements for age, status, counseling and testing. TCATN maintains an open-door policy for admission into occupational programs. However, educational requirements for admission vary from program to program. Due to licensing requirements, some of our programs require a regular high school diploma or GED.

### **General Admission Policy**

Persons seeking admission to the College must be at least 18 years of age or have a high school diploma or equivalent. Prospective students are encouraged to apply at any time. Steps in making application are as follows:

1. The applicant must declare an occupational objective and or demonstrate through testing or counseling reasonable potential for achieving that objective.
2. Complete an application for enrollment and file it with Student Services.
3. Provide TCATN with copies of high school transcript/diploma, college transcript/degree, or GED scores.
4. Submit proof of immunization: 1) MMR -Measles, Mumps, and Rubella, and, 2) Varicella (chickenpox).
5. The application is added to the interest list on the date the application, educational verification, and completed proof of immunization is received by the college.
6. Prospective students will be contacted to attend new student orientation.
7. Applicants failing to attend orientation who still desire to attend should contact Student Services to reactivate their application.

All new students are required to attend new student orientation either collectively as a large group or individually with a Student Services staff member. The objective of orientation is to provide an understanding of the institutions' philosophy, purpose, organization and understanding of the school's policies and procedures.

### **U.S. Selective Service**

The United States Selective Service requires that all male U.S. citizens or immigrants at least eighteen years of age but less than twenty-six years of age register with Selective Service for potential military draft. Failure to register with the Selective Service is a felony. This information is required on the TCATN enrollment application when applying for admission to the College.

### **Disabled Students**

TCATN is committed to providing opportunities and accommodations in higher education to all academically qualified students with disabilities. This commitment is consistent with the College's

obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

Disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities; a record of such an impairment or being regarded as having such an impairment. Qualified individuals with a disability are defined as an individual who, with or without reasonable modifications and accommodations, meets the essential eligibility requirements for the program services and activities offered by the College.

In order to receive “reasonable accommodations” as set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, a student with disabilities must meet the following guidelines:

- Notify the Coordinator of Student Services prior to enrollment or as the need arises.
- Provide current documentation of the disability (Documentation is defined as a written summary from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question.)

### **Foreign Students**

TCATN is authorized to enroll all students who meet enrollment requirements. This includes students who do not have social security numbers or proof of residency. Failure to provide this information will preclude a student from receiving financial aid but this information is not necessary to process an application for admission. Enrollment is open to:

- All documented foreign students (i.e. green card, I-551, or I-94)
- Undocumented applicants (student visas, employment visas, temporary student visas, and undocumented foreign students)

If applicable, the student shall provide the college with a Resident Alien Card (Form I-551) or other acceptable documentation to verify permanent resident status. Undocumented applicants are eligible for enrollment provided they meet all program requirements. Student numbers will be created for students in lieu of a social security number.

TCATN is not approved by the Department of Homeland Security to verify and/or extend Visa. Therefore, it will be the responsibility of the student to meet their Visa requirements.

Foreign students who speak little English are encouraged to enroll in an ESL program before enrolling in classes; for more information contact the Adult Education office.

### **Ability to Benefit**

All students must meet the enrollment process for their program of study; students not possessing a high school diploma or equivalent, regardless of program, will be admitted as an ability to benefit student. The minimum age for enrollment is seventeen (if the applicant has a high school diploma or GED), or eighteen and legally out of high school. Any student beyond compulsory school attendance who does not possess a high school diploma or equivalent must declare an occupational objective or demonstrate through testing or counseling a reasonable chance of success. The student's progress toward his/her occupational objective will be evaluated by the program instructor on a regular basis.

### **Articulation**

An individual may be given credit for skills and knowledge obtained in High School, particularly those individuals who participate in a Technology Preparatory Program. Tennessee College of Applied Technology Nashville, Nashville State Community College, Tennessee State University and several surrounding High Schools have an agreement that helps students prepare for technical careers. Advanced placement credit is part of this program. High School students should contact their respective school for information concerning Tech Prep.

### **Credit for Previous Training from other Institutions/Experience**

Students may be given credit toward program completion requirements if it demonstrates common competencies. Requests for previous education, training, or experience should be submitted and evaluated prior to enrolling, when possible, but must be submitted and evaluated within the first week of enrollment. Completion of the *Previous Education, Training, Certifications, Work Experience Form*, along with submission of documentation and/or evidence of proficiency, is required to initiate the approval of credit for previous training.

**NOTE:** Recommendations for credit cannot be considered without appropriate supporting documentation as verification, such as: official transcripts; copies of certificates or licenses; score sheet from instructor recording testing or demonstration grades; or other sufficient documentation. All requests that exceed credit requests exceeding one trimester (432 hours) requires the Director's approval.

\* Previous Education, Training, Certifications, Work Experience Forms are available in Student Services Office.

### **Re-Admission Policy**

A student who previously attended TCATN must re-apply for admission by completing a re-admission form and a new application for enrollment. The Re-admission Committee will review applications as

needed to determine applicants' re-admission eligibility.

The Readmission Committee may recommend to the Director readmission for the applicant who has been suspended. The criteria in assessing candidacy for re-admission are as follows:

1. Review and assess the student's re-admission request and their willingness to address those deficiencies that contributed to the prior suspension
2. Assessment of the likelihood that the readmitted student may succeed in pursuing his/ her training objective

Probationary guidelines may be imposed based on the following violations:

**Attendance Violations:** Any student suspended for poor attendance must sit out one full term, but will be eligible to return the following term provided space is available.

**Unsatisfactory Progress:** A student suspended for unsatisfactory progress evaluation must sit out for one term, but will be eligible to return the following term provided space is available. Immediate re-entry will only be considered in unusual cases as determined by the Readmissions Committee.

**Conduct Violations:** Any suspension for conduct violations may result in permanent dismissal from the College depending upon the severity of the violation.

No student will be allowed to re-enter the College if he or she has been suspended two times for policy violations and/or failure to meet academic standards.

## TUITION AND FEES

The Tennessee Board of Regents approves the fee schedule each year. These fees are determined prior to the beginning of the fall term. The College, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete, or change fees for admission to the school at any time without prior notice to the public.

**Books, Supplies and Expenses** Students must provide the following as required by the area of training in which enrolled:

1. Texts, workbooks, paper, tools, and pencils
2. All parts and materials used on personal projects
3. Uniforms, safety glasses, and other personal items are required by specific occupational areas.

4. Students are encouraged to take the accident insurance available.

All materials, books, and supplies purchased from the bookstore by the student become the property of the student and are non-refundable.

**Other Fees**

Drug screening fees, ATI Testing, Background Checks, Clinical Fees, Liability Insurance, Truck Maintenance Fees, and Welding Fees are non-refundable.

**Fee Assessment**

Fees are assessed each term in accordance with an approved fee schedule for Tennessee Colleges of Applied Technology. Maintenance Fees are based upon the number of clock hours the student is scheduled to attend for the term as outlined below. In addition to paying a Maintenance Fee each term, students must pay a Technology Access Fee (TAF) and Student Activity Fee (SAF) each term. Fees may be paid by cash, check, and money order, MasterCard, VISA or American Express. No two-party checks or partial payments accepted. Students must pay their fees before being admitted to class each term. All fees must be paid on registration day.

\*Fees subject to change without notice.

Tennessee Colleges of Applied Technology				
Fee Schedule				
Effective Fall Trimester, 2015				
4.0%				
Increase				
TRIMESTER SCHEDULE				
TRI	FY 15-16	TRI	TRI	TRI
Hours	Maintenance Fee	SAF	TAF	TOTAL
* 1 - 40	\$ 183.00	\$ 10.00	\$ 41.00	\$ 234.00
* 41-80	247.00	10.00	41.00	298.00
* 81-135	372.00	10.00	41.00	423.00
136-217	614.00	10.00	67.00	691.00
218-340	991.00	10.00	67.00	1,068.00
341-432	1,108.00	10.00	67.00	1,185.00
* The TTC has the option of charging \$2.50 per hour within this range.				
<b>Special Academic Fees:</b>				
<b>Truck Driving</b>			\$ 300.00	Per trimester
<b>Licensed Practical Nursing</b>			\$ 100.00	Per trimester
<b>Welding Technology</b>			\$ 100.00	Per trimester
<b>RODP CNA Lab Fee</b>			\$ 75.00	Per trimester

### **Dishonored Check Collection Fees**

The payment of fees may be made by cash, check, credit card, or money order. If a student pays fees with a check that is not honored by the bank, the student will be notified by the person so designated at the Tennessee College of Applied Technology Nashville. If the check is not paid in cash within 15 calendar days from the date of notice, that student will be withdrawn from classes. An additional returned check fee of \$30 will be assessed.

### **Fee Waivers**

Full-time state employees (to include TBR and UT employees) may enroll in training programs on a space-available basis without paying maintenance and technology access fees. Any dependent child under the age of 21 whose parent died as a direct result of injuries received while serving in the armed forces may be eligible for a fee waiver.

**Note:** All persons eligible for maintenance fee waivers or discounts must provide appropriate documentation no later than the day of registration each trimester.

### **Fee Discounts**

A maintenance fee discount equal to 50% will be provided to spouses and dependent children under the age of 24 whose parent is employed by the TBR or UT system. A maintenance fee discount of 25% will be given to dependent children under the age of 24 whose parent is employed as a full-time state employee or certified teacher in a Tennessee public school or whose parent is a retired state employee.

Persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic term in which they begin classes and who are domiciled in Tennessee will be charged a service fee of \$60 per term. This only applies to enrollment on a space available basis.

### **Refund Policy**

The College will automatically calculate and process a refund for any student that withdraws during the refund period. All refund checks are mailed directly to the student from the TCATN Business Office within 30 days of receipt of the request.

#### Eligibility for Refunds

1. The change in a full-time student's schedule which results in reclassification to a part-time student.
2. A change in a part-time student's schedule, which results in a class load of fewer hours
3. Voluntary withdrawal from the College
4. Cancellation of a program by the College
5. Death of a student
6. Students administratively dismissed WILL NOT be eligible for refunds.

## Calculation of Refunds

### 1. Full Refund

- a. 100% of fees will be refunded for classes canceled by the College.
- b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
- c. 100% of fees will be refunded in the case of death of the student during the term.

### 2. Partial Refund

- a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
- b. A refund of 50% may be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
- c. No refund may be permitted after 20% of the class hours have been completed.

### 3. There will be NO refund after the first official day of classes when a minimum fee is collected.

\*Please note: Bookstore purchases, special academic fees, and liability insurance are non-refundable.

## REGISTRATION

Registration day is the time all students should register regardless of status as full-time day or a part-time evening student.

Any student who does not register on registration day may lose his/her position in the program and the College reserves the right to enroll a new student in that position.

The College does allow students to register late on the second or third day of the term (i.e.: not days of class) based on space-availability.

A student's registration date will be the date the student officially registers and class attendance will be marked appropriately from the first day of the term.

**Night students** follow the same guidelines for registration. The first day of class may vary from registration day, so failure to register on the designated registration day may jeopardize his/her position in the program.

Any returning student who is not registered by the third day of the term will be terminated. When a student is terminated for failure to register by the above guidelines, he/she must complete an application for re-admission to re-enter the institution.

## GRADING SYSTEM

Students are evaluated on skill, theory, and worker characteristics each term. Progress reports, attendance records, and work evaluations are maintained on each student in the computerized SIMS system. Students' files are maintained in the Student Services Office.

Students must maintain a "C" or better average at the midterm or be placed on academic probation. Failure to maintain a "C" average or better at the end of the trimester may result in termination from the program. Re-entry into a program for any student suspended for academics must be approved by the readmission committee.

### Grade Scale

A (93-100) Excellent  
B (85-92) Above Average  
C (77-84) Average

D (70-76) Below Average  
F (0-69) Unacceptable

Students enrolled in the Practical Nursing program must maintain a satisfactory average of 80 for each unit of study. Due to the structure of the Practical Nursing program, any candidate for readmission may not apply for readmission for 1 year from the date of exit.

### Grade Scale for Practical Nursing

A (94-100) Excellent  
B (87-93) Above Average  
C (80-86) Average

D (75-79) Below Average  
F (0-74) Unacceptable

Once grades have been awarded and posted, they may not be changed without written authorization of the instructor and the approval of the Director.

## **Evaluation Policy**

Each student will be evaluated on a term basis. The term grade report will reflect each student's progress in the following categories:

Skill Proficiency is a specified educational outcome or achievement level by the student in applying "hands on" knowledge and techniques to a specific task within the occupational area. This performance level emphasizes some muscular or motor skill, some manipulation of materials and objects, or some act, which requires a neuromuscular co-ordination.

Related Information is a specified educational outcome or achievement level by the student in the knowledge of related information associated to a specific task within the occupational area. Related information involves such content areas as mathematics, science, technical terms, safety, communications, economics, human relations, etc.

Worker Characteristics or Traits is the level of acceptable attitudes and habits by the student required in the occupation and in society, which emphasizes a feeling tone, an emotion, or a degree of acceptance or rejection. This personal behavior is sometimes expressed as interest, attitude, appreciation, values, and emotional sets or biases.

## **Student Files**

A permanent file is maintained on each current and former student who has enrolled in TCATN. Each student record will contain a minimum of the following information: (1) application for enrollment; (2) test scores, when applicable (3) monthly/trimester evaluations; (4) statements of student understanding and agreements; (5) medical information sheet; (6) transcript information; (7) monthly summaries of training hours; and, (8) financial aid records, when applicable.

## **Student Record Confidentiality**

All student records are confidential in accordance with the Family Educational Rights and Privacy Act (Buckley Amendment), T.C.A. 15-305 and 20 V.S.C.-1232 g. Confidential student information may not be disclosed without the written consent of the student. Consent to release forms and information regarding disclosure procedures may be obtained from the Student Records Office. Any student of The College has the right to inspect, review, and/or obtain a copy of his/her educational records. A student may review his/her file under the supervision of authorized Center officials. A student must submit a written request to the Student Records Office in order to obtain a copy of his/her educational records. The Student Records Office will have up to 45 days to comply with the student's request.

## Student Notification of Rights

### Family Education Rights and Privacy Act (FERPA)

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

A student has a right to inspect and review their education records by submitting a written request to the Student Records Clerk. Within 30 days of the request, the Student Records Clerk will notify the student of the date and time when the records can be inspected.

A student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the school official responsible for the record and clearly specify why it is inaccurate or misleading. If the school decides not to amend the record; the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.

TCATN will obtain the student's written consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official is a person employed by TCATN in an administrative, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board, or a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.

A student has the right to file a complaint with the U. S. Department of Education concerning alleged failures by TCATN to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

As a matter of policy, TCATNashville does not disclose directory information of any kind without the

student's consent. "Directory information" means information contained in an education record of a student which would generally be considered harmful, or an invasion of privacy if disclosed. It includes such data as:

- Name
- Address
- Date of birth
- Telephone listing
- Course of study
- Dates of attendance
- Awards earned
- Most recent previous institution attended
- Other information of the type above specifically approved by the institution or school as acceptable directory information

TCATN does not sell or otherwise provide mailing list of students to any person or entity except as mandated by certain federal laws for military recruiters. The Solomon Amendment requires the release of name address, and date of birth to military recruiters upon their request

### **Transcript of Academic Record**

All transcript requests must be in writing. No telephone request will be honored. Faxed request with required information, student signature, and dated are acceptable. Normally, transcripts will be sent within one week after receiving the request from a student. Proper identification will be requested for all transcript requests made in person.

### **High School Transcripts and GED Scores**

GED scores are required to be on file in the Student Services Office.

### **Transcripts**

Persons desiring transcripts to be mailed to employers or other educational institutions must come to the Student Records Office to make the request. Each student is required to sign a release form to protect the right to confidentiality of records. However, if the transcript is to be delivered personally a release will be unnecessary.

### **Transfer of Student Records to other Institutions**

Educational records may be disclosed without the student's consent to officials of another school or institution in which a student seeks or intends to enroll.

## **Title VI Rights**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. All federal agencies that provided grants of assistance are required to enforce the Title VI regulation.

The U.S. Department of Education gives grants of financial assistance to schools and colleges. The Title VI regulation describes the conduct that violates Title VI. Examples of discrimination covered by Title VI include racial harassment, school segregation, and denial of language services to national-origin-minority students who are limited in their English. The U.S. Department of Education Title VI regulation is enforced by the Department's Office for Civil Rights and is in the Code of Federal Regulations at 34 CFR 100.

The Title VI regulation prohibits retaliation for filing an OCR complaint or for advocacy for a right protected by Title VI. Title VI also prohibits employment discrimination, but the protection against employment discrimination under Title VI is limited. As a result, most complaints OCR receives raising race, color, or national-origin discrimination in employment are referred to the Equal Employment Opportunity Commission.

What are a school's responsibilities to address race, color, or national origin harassment?

- A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about race, color, or national origin harassment that creates a hostile environment, the school must take immediate action to eliminate the harassment, prevent its recurrence, and address its effects.
- Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student's behalf, if a school knows or reasonably should know about possible harassment, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

***TCATNashville does not discriminate on the basis of race, color, or national origin in its education programs and activities. TCATNashville's policy on preventing race, color, or national origin discrimination is available from the Title VI Coordinator, on its website, in the Student and Employee Handbooks, and from the Student Services Office.***

Inquiries concerning Title VI may be referred to the school's Title IX coordinator or to Office for Civil Rights:

Jerry King,  
Title IX Coordinator  
Douglas Henry Building  
100 White Bridge Road  
Nashville, TN 37209  
(615) 425-5530

U.S. Department of Education, Office for Civil Rights  
(800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)  
[http://www2.ed.gov/about/offices/list/ocr/  
complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html)

TCATNashville's grievance procedures for filing complaints of race, color, or national origin discrimination are available from the Title VI Coordinator, in the Student and Employee Handbooks, from the Student Services Office, on the governing board web site at [www.tbr.edu](http://www.tbr.edu), and on its website at <http://TCATNashville.edu/policy-regarding-sexual-harassment-and-discrimination>.

### **Title IX Rights**

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

What are a school's responsibilities to address sexual harassment and sexual violence?

- A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.
- Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student's behalf, if a school knows or reasonably should know about possible sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.
- A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

***TCATNashville does not discriminate on the basis of sex in its education programs and activities. TCATNashville's policy on preventing Sex Discrimination is available from the Title IX Coordinator, on its website, in the Student and Employee Handbooks, and from the Student Services Office.***

Inquiries concerning Title IX may be referred to the school's Title IX Coordinator or to Office for Civil Rights.

Jerry King, Title IX Coordinator  
Douglas Henry Building  
100 White Bridge Road  
Nashville, TN 37209  
(615) 425-5530

U.S. Department of Education, Office for Civil Rights  
(800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)  
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

TCATNashville's grievance procedures for filing complaints of sex discrimination are available from the Title IX Coordinator, in the Student and Employee Handbooks, from the Student Services Office, on the governing board web site at [www.tbr.edu](http://www.tbr.edu), and on its website at <http://TCATNashville.edu/policy-regarding-sexual-harassment-and-discrimination>.

## **STUDENT POLICIES**

### **Attendance Policy**

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

The attendance policy is intended to promote dependability and positive worker characteristics essential to success in the workforce. Students are expected to be punctual and attend class each day. The purpose of the attendance policy is to provide those students with extenuating circumstances or emergencies beyond their control an exception to perfect attendance. Discretionary hours or personal time away from school is not considered appropriate absences. Further, students are required to call in absences to their instructor.

All students must attend at least 90.3 % of their scheduled hours in order to maintain satisfactory attendance.

Any student who terminates for any cause and is in a probationary status will continue the same probationary status if that student re-enters within one year of the termination date. When a student is terminated a second time because of failing grades and/or the violation of policies, the

administration must give approval before re-application can be made. Any student terminated due to attendance violations must wait a full trimester before being permitted to re-enroll.

### **Full-Time Students**

After a full-time student has been absent for a total of 5.5% of the hours for which he/she enrolled for the term, the Student Services Coordinator or a representative will counsel the student regarding their attendance.

When a student has missed in excess of 42 hours (9.7%) of instruction, the Student Services Coordinator will further counsel the student and may suspend him or her for excessive absences. Any student who exceeds the number of hours allowed for the term must present documentation of extenuating circumstances.

A student is considered tardy if not in the classroom at the designated time for class to start. Students arriving late to school or leaving early will be charged as follows:

1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.

5 tardies—documented warning by instructor

6 tardies—documented warning by Student Services Office

7 tardies—referred to Student Services Administration

A student absent five (5) consecutive days will be automatically terminated, based on the Withdrawal Policy (automatic). To re-enter, the student must complete and file an application for readmission, which is reviewed by the Readmission Committee.

### **Part-Time Students**

Students who attend the College on a part-time basis (or less than 30 hours per week) will abide by the same attendance percentage policy for full-time students with the following exception:

A student is considered tardy if not in the classroom at the designated time for class to start.

Students arriving late to school or leaving early will be charged as follows:

1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.

2 tardies—documented warning by instructor

3 tardies—documented warning by Student Services Office

4 tardies—referred to Student Services Administration

A student absent from class for (1) full week will be automatically terminated, based on the Withdrawal Policy (automatic). To re-enter, the student must complete and file an application for readmission, which is reviewed by the Readmission Committee. [ i.e., student attends class four (4) days per week; terminated after fourth consecutive day]

### **Attendance Records**

The daily attendance of a student becomes a part of the student's permanent file and may affect the student's employment opportunities upon graduation.

It is recommended that students who are absent due to serious accidents, medical illnesses, or work schedule conflicts, obtain documentation from physicians or work supervisors.

### **Make-Up Hours**

**Make-up hours are NOT ALLOWED.** Regular attendance and punctuality are essential to the satisfactory progress of a student.

### **V. A. Attendance Requirements**

Veterans **MUST** comply with the school attendance policy and must attend school on the first day and last day of each term. Failure to do so will result in the termination of VA Benefits.

### **Exempt Absences**

The only absences, which will be exempt, are military service and jury duty. Any absence incurred due to job interviews will be exempt only under the following circumstances:

The student must be applying for a job related to the training being received.

The student may be required to provide verification of the job interview.

The instructor will determine if the job interview meets the criteria for exemption.

### **Changes in Enrollment Status**

After the census date, students will normally not be allowed to change status during the term.

Students may change status between terms; however, approval for the change in status must be granted prior to registration.

A student may be allowed to change status from full-time to part-time or from part-time to full-time during the term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not be limited to, serious extended illness of the student, serious or extended illness or death of an immediate family, or other extraordinary circumstances that are beyond the

student's control where continued enrollment creates a substantial hardship.

Students may obtain a Change in Status request form from the Student Services Office. If a Change in Status is approved, the amount of any financial aid awards being received will be adjusted based on the revised scheduled hours for the term. Any amount that the student owes for financial resources already received must be paid prior to the effective date of the change. The institutional refund policy will be applied to determine if a refund is due.

For students receiving the Wilder-Naifeh Technical Skills Grant award only, if the request of a change in status is denied, the student has the right to appeal.

### **Classroom and Shop Maintenance**

Daily cleaning of the classroom and shop is necessary to maintain efficient, high-level training programs. The instructors and students are responsible for cleanliness and orderliness at all times.

### **Course Activities**

Each training program has specific rules and class policies regarding conduct, dress, safety, break and lunch schedules, and course requirements. The instructor has charge of all course activities and will inform students of training expectations, including the purchase of books, supplies, tools, and uniforms.

### **Dress Policy**

The evaluation of student worker characteristics will include student appearance as it relates to occupational/job requirements. Work and dress habits are an important part of any skilled craft person, technician, or office worker.

Appropriate dress is strongly encouraged and will be defined by your instructor. Flip flops, shorts, or any clothing that bares the midriff, is not permitted. An important training goal for each student at TCATN is to develop a sense of personal pride in his or her appearance and chosen occupation.

### **ID Badges**

Students must wear their TCATN student photo identification badges at all times while on campus. Upon termination from TCATN, students must return their ID badge and parking tag to the instructor/Student Services office.

Students who lose their student ID badge must stop by the business office during normal operating hours to report the card lost or stolen. A replacement fee of \$5.00 must be paid and a receipt must be presented to school personnel in Student Services before a new ID badge will be made.

## **Program Transfer Policy**

Any student who enrolls in a training program and then desires to change his/her course of study should:

1. Complete an application for a program transfer and present his/her request to the Student Services Office.
2. The student will be assisted in making the transition to another program more appropriate to his/her interests and qualifications. When the transfer choice is made, the student may officially transfer when an opening is available in the desired program.

### **Transfer from TCATN to Other Institutions**

Students withdrawing from TCATN must follow the records policy (p.17) to have their records sent to other institutions. Financial aid records do not automatically follow students; please see the Financial Aid Counselor for assistance. Those students who wish to transfer to another Tennessee College of Applied Technology will need to make arrangements with the Student Services Office concerning the date they expect to enter the other Tennessee College of Applied Technology.

### **Withdrawal Policy (Automatic)**

Any student who is absent from class for one (1) full week will be automatically withdrawn from class. Full-time students must not miss five (5) consecutive days. Part-time students must not miss more than the number of days they attend weekly. On the day following the attendance violation, the instructor will provide the Student Services Office with the required withdrawal notification forms.

Student Services personnel will complete the withdrawal process, including determination of Return of Title IV Aid Calculation, TBR Refund Calculation and notification of withdrawal to required outside agencies.

Should the student return to class after an automatic withdrawal has been processed, the student will be required to complete a re-admission form and a new application for enrollment.

### **Health and Accident Policy**

All students enrolling in TCATN are required to complete a Medical Information form. This information will be needed if a student becomes seriously ill or involved in an accident on the College campus or training work site. Adherence to sound safety practices should prevent accidents. However, in the event of an accident or in the event a student becomes seriously ill, the following procedures will be observed:

- The instructor will administer appropriate first aid, if possible.
- The instructor will inform campus security of the accident or illness.

- If needed, arrangements will be made for the student's transportation to a hospital or physician. Appropriate persons or family members (as provided on the student's Medical Information form) will be contacted to inform them of the student's situation and/or to request assistance if it is recommended that the student should be sent home or to a health care provider.
- The Security Personnel will complete an incident report as soon as possible after the event.

It is of utmost importance that the medical information record maintained in the student's file be thoroughly completed at the time of enrollment and that the student update the information if emergency phone numbers or conditions change at any time during training.

### **Graduation Requirements**

Graduates of TCATN are usually considered for entry-level employment in their respective occupations.

Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

A certificate of completion may be awarded to any preparatory student who reaches a job proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge.

A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiency in a complete course of study. (See each program area for those job titles designed as complete courses of study.)

### **Students Right-To-Know Graduation Rate**

The graduation rate for the Tennessee College of Applied Technology Nashville for the 2013 year was 89.1%; the placement rate was 90.4%; and, the licensure rate was 98.6%.

### **Graduation Ceremonies**

Graduation Ceremonies are held annually at the end of the Summer Term. Each student is strongly encouraged to participate in this occasion when the student's family and friends, as well as the College faculty and staff, are given the opportunity to recognize the accomplishments of each graduate. The Student Services Office will notify the students of the deadlines leading up to the event. Each student who participates in the graduation ceremony is required to pay a graduation fee. Graduates will be informed of the arrangements necessary to receive the cap and gown, as well as the credential.

## **STUDENT CONDUCT /STUDENT LIFE**

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### **Student Accountability**

Students are responsible for their own conduct, and violations of established rules and regulations may subject them to disciplinary measures or dismissal. (See TBR Policy 3:02:00:01 regarding Student Conduct and Disciplinary Sanctions – page 90)

### **Academic Honesty Policy**

TCATNashville operates under the premise of academic honesty. The policy is that plagiarism and cheating are prohibited. It is the instructors' responsibility to create an environment in which academic honesty is expected, it is the students' obligation to uphold this policy. (See TBR Policy 3:02:00:01 regarding Student Conduct and Disciplinary Sanctions – page 90)

### **Computer Operation and Internet Access Policy and Guidelines**

Compliance with this policy is necessary to insure maximum utilization and performance of each computer system as well as provide a sense of security and restful cooperation among the school community. Strict adherence to this policy will prevent costly damage or repair, downtime, and loss of computer privileges.

1. No computer system can be used without prior approval of the supervising instructor or other school official.
2. Because software is protected under copyright laws, no software can be copied without written authorization.
3. No outside software can be loaded on school computers without written approval.
4. Changes to a system's configuration or the inappropriate deleting or changing of computer settings is forbidden.
5. Technical manuals may not be removed from the training area.
6. Computers must not be moved or repositioned on tables.
7. To prevent damage to any system, computer users should not eat or drink within five (5) feet of a computer system, or smoke around computer equipment.
8. Specific policy for access to the Internet:
  - The system may not be used for personal or private matters.
  - Creating, distributing, or accessing hate mail, pornographic or obscene materials, discriminatory, or harassing materials, is strictly forbidden.

- Anti-Social behaviors, including spamming is forbidden.
- Creating, distributing, or accessing confidential material, including but not limited to, test files or student/personnel records are forbidden.

**IMPORTANT NOTE:** Any person who violates this policy will be subject to appropriate disciplinary sanction, including dismissal and/or possible prosecution. (See TBR Policy 3:02:00:01 regarding Student Conduct and Disciplinary Sanctions)

## Copyright and Digital Millennium Act

### Copyright

Materials published by the Tennessee College of Applied Technology Nashville are protected by the Digital Millennium Copyright Act. The DMCA also requires that the institution inform all computer and network users that downloading of copyrighted material is prohibited. In addition, Tennessee Code Annotated §49-7-1(c) specifies that the institution ensure that no copyrighted digital music or videos be downloaded using institutional resources. Any attempts to do so will result in appropriate actions.

### Violations:

Violations of the policy will result in action by the appropriate institution office. Students who violate this policy will be referred to the Coordinator of Student Services for appropriate action. Employees who violate this policy may be subject to disciplinary measures imposed by their supervisor in conjunction with the institution's administration. Violations of local, state or federal laws regarding unlawful access or use may be referred to the appropriate law enforcement officials for investigation and/or prosecution.

### **Inspection of Electronic Records:**

Electronic records sent, received, or stored on computers owned, leased, or administered by the Tennessee College of Applied Technology Nashville are the property of the College and the Tennessee Board of Regents. As the property of TCATN and TBR, the content of such records, including electronic mail, are subject to inspection by TCATN personnel. Users should have no reasonable expectation of privacy in the use of these resources.

### **Contact Information**

The Tennessee College of Applied Technology Nashville welcomes comments regarding these laws, statements, and information. For more information contact:

Mark Lenz, Director

Jerry King, Assistant Director

## **Traffic and Parking Rules**

Parking Regulations – Parking and speed regulations are to be observed by all students and staff. Students are permitted to park only in the student parking lot behind the campus. All students parking are on a first come basis.

Painted lines, markings, or other visible signs will be used to designate authorized parking areas for students, faculty, staff, visitors, or any other persons authorized to use the College's facilities.

Inability to locate an authorized parking space on campus will not excuse improper parking.

Improper parking includes, but is not limited to the following:

1. Parking in unauthorized spaces or areas;
2. Parking in driveways, sidewalks, intersections, or loading zones;
3. Parking in any manner that blocks properly parked vehicles, such as "double-parking";
4. Parking in spaces designated for use by handicapped persons only.
5. Parking overnight is prohibited unless prior approval has been granted by the administration or facilities coordinator.

Under no circumstances may a student park in the fire and safety lanes, or in those spaces designated for faculty. Parking spaces for the handicapped are for students using a wheelchair or for those allotted a space by the College Director. Improperly parked vehicles will be towed at the vehicle owner's expense.

### **Disabled/Handicapped Parking Violations**

Authority: Tenn. Code Ann. § 40-8-203

The fine for disabled/handicapped parking violations is established by State law and will increase, as needed, to remain in compliance with State law. This rule supersedes all rules or notices regarding fines for disabled/handicapped parking violations at any TBR Institution. The fine for disabled/handicapped parking violation is \$200.00.

**Traffic Regulations:** The responsibilities and duties of drivers of motor vehicles on campus include, but are not limited to, the following:

1. Observe the 10 mph speed limit in parking areas and drives around the College;
2. Avoid reckless driving of any kind and exercise reasonable care under all circumstances;

3. Obey all state and local laws regarding the operation of motor vehicles;
4. Yield right of way to pedestrians at all times;
5. Report to Campus Security all traffic accidents occurring on campus, which involve injury to persons or property.

Note: The College does not assume any responsibility for the security of, loss, or damage to any vehicle or its contents while on campus. However, students are requested to report any incidents, unusual occurrences, or concerns to The College administration.

Violators of parking or traffic regulations will be subject to disciplinary action as established in the Student Conduct Policy.

**Transportation:** All students are encouraged to car pool with other students in order to reduce expenses or utilize the Metro Transit Authority bus service that stops in front of the school. The College utilizes the Ride Share program through the Metro Transit Authority to assist students in arranging car pools with other persons in The College area. Any student who needs transportation information or Metro Transit Authority bus schedule information see the school counselor or call MTA Customer Services at (615) 862-5950 or visit their web at [www.nashvillemta.org](http://www.nashvillemta.org).

### **Campus Security Act**

All students and employees are required to report any criminal offenses or activities that occur on the main campus, extension campus, or instructional service centers, to the Tennessee College of Applied Technology Nashville administration immediately for appropriate action.

The College maintains statistical data regarding certain crimes committed on College-controlled property. The report contains offenses reported and a description of the Fall Term population. A paper copy will be provided upon request. Students may also request to view the campus crime log.

Additional data is displayed on The College's bulletin board located in the Student Services lobby. Questions or concerns regarding campus security matters may be directed to the Technology Center's administration or to the Security Office located in Building One.

#### **TBI Campus Crime Report**

The Tennessee Bureau of Investigation maintains information and statistics on crimes reported on all educational campuses in Tennessee. The specific crime(s) and the number of incidences, which occurred during the reporting year, are as follows:

<b>Year</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Murder/Suicide</b>	<b>1(Suicide)</b>	<b>1(Attemp. Suicide )</b>	<b>0</b>
<b>Sex Offense</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Simple Assault</b>	<b>2</b>	<b>4</b>	<b>0</b>
<b>Domestic Violence</b>	<b>N/A</b>	<b>N/A</b>	<b>1</b>
<b>Dating Violence</b>	<b>N/A</b>	<b>N/A</b>	<b>0</b>
<b>Stalking</b>	<b>N/A</b>	<b>N/A</b>	<b>0</b>
<b>Burglary-Forced</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary-Non-Forced</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Larceny/Theft</b>	<b>20</b>	<b>11</b>	<b>14</b>
<b>Motor Vehicle Theft</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Violations</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Weapons Law Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Intimidation</b>	<b>0</b>	<b>5</b>	<b>1</b>
<b>Embezzlement</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Counterfeit/Larceny</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Vandalism</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Breaking &amp; Entering</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>All Other Offenses</b>	<b>0</b>	<b>0</b>	<b>2 (Dis. Conduct)</b>
<b>Total</b>	<b>26</b>	<b>25</b>	<b>18</b>

A copy of the TBI Campus Crime Report is available in Student Services or on the institutional website at: <http://tcnashville.edu/campus-security-report>

## **Drug-Free Campus and Workplace**

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools and Communities Act of 1989, TCA TN prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs “controlled substances” as defined in the Controlled Substance Act, 21 U.S.C. 812) and alcohol on school property.

All employees and students are subject to this matter. Any violation of this policy will result in disciplinary actions.

### **Smoking Policy**

TCATN is a smoke free campus

Smoking will not be permitted in any administrative or faculty office, shop, classroom, school vehicle, laboratory, or in the snack bar at any time.

### **Drug and Alcohol Prevention Information**

Drug and/or alcohol abuse can affect one's physical and emotional health as well as social life and everyday living. Long-term abuse can destroy a healthy body and mind. This College has a drug-free policy and a prevention program to assist students and staff members who have problems with alcohol or drug abuse. Student Services personnel are available to assist and make referrals to appropriate agencies, which assist persons with this problem. Every effort will be made to respond effectively to the use and abuse of alcohol and drugs by the College's population. The Tennessee College of Applied Technology Nashville expects all students and staff members to comply with the rules and local and state laws relating to alcoholic beverages and drugs. The Omnibus Drug Initiative Act of 1988 requires that all grantees receiving grants from a federal agency certify that they will maintain a drug-free workplace (this includes schools receiving campus-based appropriations).

All students, faculty, and staff of the Tennessee College of Applied Technology Nashville are strictly prohibited from participating in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the Tennessee College of Applied Technology Nashville's training place. Each student must notify the Financial Aid Officer of any criminal drug statute conviction for a violation occurring in the training school no more than five days after such conviction. Violation of this rule, which results in a criminal conviction, will force one of the following actions against said student: a written warning, probation, and/or termination following established Tennessee Board of Regents guidelines for disciplinary actions. TCATNASHVILLE will impose sanctions on students and employees for violations of

the standards of conduct (consistent with local, state, and federal law). These sanctions may include expulsion, termination of employment, and referral for prosecution.

Drug and Alcohol Counseling, Treatment, & Rehabilitation Assistance referrals may be found on the institutional website at:

<http://www.tcatnashville.edu/counseling-drug-and-alcohol-abuse-prevention-depression-and-economic-assistance>

### **Student Life Activities**

Student activity programs are designed to provide information and resources, which will assist students in career and life planning. The Student Services Department is always receptive to student suggestions and requests regarding any activities that students want to organize such as job fairs, health fairs, financial aid workshops, and professional development. All students are encouraged to participate in these planned activities.

### **Grievance Procedure**

It is the philosophy of the TCAT's that many complaints or concerns can be resolved through open and clear communications, 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.

Students must present formal complaints of grievance within five school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived. All due process shall be provided in accordance with TBR Policy No. 1:06:00.05, Uniform Procedures for Cases Subject to the Tennessee Uniform Administration Procedures Act.

Please contact the Student Services Office for a complete copy of guidelines on grievance procedures. TCATN is accredited by the Accrediting Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350. Their telephone number is (770) 396-3898.

## **CONSUMER INFORMATION**

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### **Alumni**

This institution does not have a formal alumni organization. However, all graduates are considered TCATN alumni and are encouraged to provide any feedback to The College as deemed appropriate and

respond to follow-up forms as received. The College also encourages its alumni to provide community support to The College and visit The College periodically.

### **Career Counseling**

Career guidance is the primary service offered to students by the Student Services Office who will personally assist each applicant who desires or expresses an interest in pursuing a course of study in this Center. Student Services personnel will assist the applicant in choosing a training program through an evaluation of the applicant's work experience, interests, test scores, and previous education.

Student Services personnel are responsible for guidance to those currently enrolled students who may decide to change their original vocational choice. In addition, the student may make personal problems or conflicts known to a member of the Student Services Office who will endeavor to help the student with alternatives to successfully solve or adjust to the problem. If necessary, the student will be referred to an agency that has been established to meet specific needs of the individual. By providing career assessment, academic, and personal counseling, the Student Services Office functions for the benefit of helping applicants, students, and graduates to develop their employment potential and reach their intended career goals. Students need not have an appointment or schedule a specific time in advance, **but in some cases, it is advisable.** Instructors will cooperate with the students in allowing and encouraging the use of the Student Services Department.

### **Communication Devices**

Telephones in The College offices are for Center business only. Except for emergency situations, students will not be called from class to receive incoming calls. Our Center does not have sufficient staff and resources to handle calls or take messages from family, friends, etc. Students must advise friends and family of this procedure. Cell phones/Pagers should be turned off during training hours.

### **Copier**

A copier is located in the Student Services Office for student use at a nominal cost per copy.

### **Exit Interview**

Students leaving the College are requested to complete an exit interview form. This questionnaire will provide useful information to the College regarding the quality of programs, instructional equipment and our services, as well as student employment information. Before leaving the College, the student should obtain an exit interview form from the Student Services Office or from the instructor. Students must complete an exit interview form upon completion of their training program in order to meet graduation requirements. Certificates and diplomas may be withheld if the exit interview is not completed.

### **Follow-Up**

As a follow-up method in determining the effectiveness of course offerings, the Student Services Office and instructional staff maintain contact with former students and their employers. Students may expect follow-up questionnaires after leaving the training program and are encouraged to take a few minutes to respond to these questionnaires. All graduates are required to keep the College informed as to their employment and/or changes in employment and current addresses.

### **Food Services**

A snack bar, operated by the Tennessee Services for the Blind Business Enterprises, is located in The center of the TCATN administration building for use by students for scheduled breaks and lunches.

### **Job Placement**

Job placement is the primary responsibility of the student. However, job-ready students (those students who will receive a certificate or diploma) are assisted in finding employment by the instructors and Student Services personnel. Assistance is also available to students in completing job applications, preparing résumés, and interviewing for jobs.

### **Student Insurance**

Student insurance is available to students at a reasonable rate. Students may elect to participate in a health and accident insurance program or only in an accident insurance program.

Accident insurance is strongly encouraged and students may obtain school coverage or 24-hour coverage. In addition, students may enroll in the accident insurance program at any time during their training and receive coverage for the next 12 months.

Insurance policies are distributed during student orientation. Students desiring to participate in the accident insurance program should complete the appropriate form(s) and pay their premiums directly to the insurance provider. Additional packets are available in the Student Services Office.

### **Inclement Weather**

Inclement weather, especially winter ice and snow, occasionally make it difficult for students to attend school.

In the event of snow, ice, or other severe weather conditions, students should use their own judgment in deciding whether to travel to school. It will be the responsibility of the student to provide documentation

for unusual and extenuating circumstances.

When weather conditions are severe, information regarding college closing will be provided for announcement to the following television network at the earliest possible:

Channel 5 – WTVF ([www.newschannel5.com](http://www.newschannel5.com)) **(Primary Source of Information)**

Do not confuse announcements regarding the Tennessee College of Applied Technology Nashville (TCATN) with Nashville State Community College nor Metropolitan Nashville Public Schools. In addition, cancellation of day classes does not mean that night classes will also be canceled, or vice versa.

Any instructional time, which is lost due to College closures, may be made-up at the end of the term in which the closure occurs. Generally, the break period between fall term and spring term will be used to make up any missed days.

### **Safety Policy**

Training programs must be conducted under maximum safety conditions for all personnel. Safety instructions will be given during every course, and each student must pass tests to determine comprehension of these instructions. Safety glasses and goggles must be worn in all shops. After complete instructions have been given, any safety violation may result in suspension or expulsion from the College.

Each individual is considered to be personally responsible for fire prevention and careful compliance with safety regulations is required to prevent fires. Emergency drills (i.e., fire, tornado, etc.) are conducted periodically to keep all College personnel alert and responsive in case of emergency and to provide frequent testing and proper use of all emergency equipment.

### **Emergency Procedures**

Each institutional department and program has a copy of the TCATN Emergency Response Plan. The plan is easily recognizable in a red binder and is located in a centralized area for faculty, staff, and student access.

The following items are included in that handbook:

- Emergency Response Plans
- Command Center
- Building Captains
- Code Index and Plans

Floor Plans, Evacuation Routes, and Safe Places  
Disaster Recovery Plan  
Pandemic / Emergency Plan  
Freeze Protection and Loss Prevention of State Buildings

### **Visitors on Campus**

While visitors and guests are welcome on campus, the welfare and safety of the entire student body and the maintenance of its academic programs **MUST** be placed above all else. All visitors and guests should report directly to Students Services to sign in. TCATN faculty and staff are aware that many of its students are both students and parents and that there are often complicating factors that impact these two roles. However, TCATN does not allow children who are minors to be on the campus. A child is anyone who is birth to 17 years of age.

Any visitor, who brings or invites children to campus **MUST** maintain custody of the children while on campus and assume full responsibility for the actions and safety of the children while at TCATN.

When a violation of this policy is observed, the Student Services Office should be contacted. It is the responsibility of this office to make an assessment of this situation and with the assistance of security, take appropriate action, which may include escorting the student, employee or guest and children off campus.

## Voter Registration

A link to a voter registration form is located on the institutional website at

<http://www.tcatnashville.edu/voter-registration>

The State of Tennessee site for voter registration is available at:

<http://sos.tn.gov/elections>

### General information on who may register:

- You are a citizen of the United States.
- You are or will be 18 years of age or older on or before the next election day.
- You are a resident of this state.

Residence is now determined as of the day one begins living in Tennessee with the intention of making this state their legal residence.

**\*\* Warning\*\*** Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than one (1) year nor than six (6) years imprisonment or a fine of \$3,000 or both.

### Who may vote:

1. You have registered at least 30 days prior to an election.
2. The completed registration forms must be postmarked or hand delivered to the election commission office 30 days before an election.
3. An application for voter registration does not become official until the Administrator of Elections determines that all required information is complete.
4. You must re-register:
  - Within 90 days after a change of name for any reason, except by change in marital status.
  - If your right to vote is restored pursuant to T.C.A. 2-2-139.
5. If you are moving into this county from another county or state.

You must notify the election commission in writing or by personal appearance if you are changing your address within this county.

## ACADEMIC SUPPORT

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### Cooperative Education

Cooperative Education (Co-op) is an educational program that combines classroom instruction with practical work experiences that is directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to learn more about their program and to assists in making informed career choices while earning credit.

Students interested in Cooperative Education should meet with their instructor to discuss co-op opportunities. The instructor must submit a co-op request form to Assistant Director or Business and Industry Coordinator who will submit this to the Assistant Director. The student, instructor, employer, and Director must sign the formal co-op agreement.

### Library / Media Services

Each program has a resource library and media center located in each classroom. All student enrolled at TCATN also have access to the library facility at Nashville State Community College.

Certified Nursing assistant

### PROGRAMS AT A GLANCE

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Administrative Office Technology	1296 hours	Early Childhood Education w/CDA	1296 hours
Aesthetics*	864 hours	Heating, Ventilation , Air Conditioning and Refrigeration/HVAC * (day program)	1728 hours
Automotive Technology	2160 hours	Instructor Trainee (COS/AES)	300 hours
Aviation Maintenance	1918 hours	Machine Tool Technology*	2160 hours
Building Construction Technology	1728 hours	Mechatronics	2160 hours
Collision Repair*	1728 hours	Medical Assisting	1296 hours
Computer Information Technology*	1728 hours	Phlebotomy	432 hours
Cosmetology*	1500 hours	Practical Nursing	1296 hours
Dental Assisting	1296 hours	Truck Driving**	222 hours
Dental Lab Technology	1728 hours	Welding Technology*	1296 hours
Drafting & CAD	1728 hours		

\*Evening/Part time classes available

\*\* Two sessions per trimester

### Special Admission Criteria

Most programs will admit students with a special education High School Diploma. Students are informed by the instructor that job placement may not be obtained without a regular high school diploma. In addition to general admission criteria, applicants in the following programs must meet specific educational and physical requirements.

**Aesthetics & Cosmetology:** 10 high school credits or GED score of 450.

**Cosmetology/Aesthetics Instructor:** High school diploma or GED and a valid Cosmetology License.

**Dental Assisting:** Be at least 18 years of age. Proof of MMR, Hepatitis B, Rubella and Varicella Immunity; Negative TB Skin Test; submit a medical form; GED or High School Diploma; Minimum score of 70% in Reading and 30% in Math on the Entrance Exam. Attend an orientation session.

**Early Childhood Education/CDA:** Regular High school diploma or GED to become a CDA.

**Practical Nursing:** Regular High school Diploma or GED; Proof of Rubella; Proof of immunity to Hepatitis B; Negative TB test (two step method); Minimum score of 80% in Reading & 50% in Math on the entrance exam; CPR for healthcare providers; and, a drug test. Attend an orientation session. Submit three work/personal references, background check, essay, and medical form.

**Phlebotomy:** Regular High School Diploma or GED Certification; Proof of Varicella, Rubella, Rubeola and Mumps Immunity; Hepatitis B Vaccinations (3 shot series and Titer); Seasonal Flu Shot; Negative two- step TB Skin Test; Tetanus Shot (within last 10 years); Negative Drug Screen; Completed Medical Form; CPR (BLS for Adults); Background Check; and minimum COMPASS score of 65% in Reading.

**Truck Driving:** 21 years of Age, D.O.T. Medical Exam, Negative Drug Screening test, which is taken within 24 hours of payment. Current Moving Violation Record from Department of Safety (Student can have no more than 3 speeding violations and/or accidents for the past 3 years and no alcohol or drug-related convictions in the last 5 years). Be a resident of TN; Hold a valid State of TN drivers license; Obtain a commercial drivers license permit (DPA). Attend an orientation session and pre-qualification session. Payment for drug screen test will be made on the day of orientation.

## PREPARATORY PROGRAM OFFERINGS

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### Distance Learning

#### Regents Online Degree Program (RODP)

Tennessee Board of Regents' (TBR) colleges, universities, and technology centers have joined to offer the Regents Online Degree Program (RODP)

The Tennessee Colleges of Applied Technology (**TCAT's**) are the premier providers for workforce development. The 27 Tennessee Colleges of Applied Technology provide state-of-the-art technical training for workers to obtain technical skills and professional training necessary for advancement. The TCAT's are pleased to be a part of the Regents Online Degree Program by offering online certificates.

The Tennessee Colleges of Applied Technology offer these online technical certificates: P C Operation, Information Processing Technician, Business Systems Technology, Computer Information Systems Diploma, Detail Drafter, Drafting and CAD Technician, and CAD Technician in a 15-week standard cycle.

You are able to apply for admission and register online to the TCAT of your choice. For more information, visit their website at [www.rodip.org](http://www.rodip.org), or contact the Student Services Office at (615) 425-5500.

### **How to Become a TCAT Regents Online Student**

1. Connect to the Internet
2. Go to the Regents Online Degree Website: <http://www.rodip.org>
3. Go to Apply now
4. Complete the prospective student profile for TCATRODP
5. Apply for admission to the school of your choice that offers your program of interest.
6. Review the tuition, fees and costs for courses under the Financial Aid and Tuition tab
7. Review the term calendar for important dates under the Degree Program and Course tab
8. Contact your [TCAT RODIP Contact](#) to verify your enrollment and fees.
9. Prepare to purchase textbooks out of pocket prior to registration
10. Once your classes begin, **GO TO CLASS**

### **On Campus Training**

With on-campus training, you have the ability to network, make professional contracts, and communicate with your classmates, instructors, and TCATN faculty and staff.

The educational programs offered at TCATN are competency based and most are open entry/exit. Instruction is individualized and learning is self-paced.

Program offerings are listed alphabetically, with a brief description of program content, training schedule and award levels.

### **Advisory Committees**

Advisory Committees serve as a liaison between the school, business, and industry. Each full-time preparatory program offered by the institution has an advisory committee. Decisions on curriculum, equipment, instructional methods, and technology are made after considering the advice and recommendations made by advisory committee members.

### **General Advisory Committee**

Dr. E. Mac Edington, Jr., DDS, MAGD, ABGD

Ms. Nancy Eisenbrandt, Vice-President of Business Services, Nashville Area Chamber of Commerce

The Honorable Douglas Henry, Senator, State of Tennessee

Dr. Beth Harwell, Speaker of the House

Mr. Paul Haynes, Executive Director of Nashville Career Advancement Center

Mr. A.J. Starling, Director, Tennessee AFL-CIO Technical Assistance

Mr. James Vaden, Associate Executive Director of Fiscal Affairs, Tennessee Higher of Education Commission

## ADMINISTRATIVE OFFICE TECHNOLOGY

### Program Description

The Administrative Office Technology Program (AOT) prepares an individual for a variety of careers as an office professional with emphasis on business communication, computer usage, and relationship building. Students may select a specialty area based on their area of interest- general, medical or accounting.

### Units of Study

### Training Schedule

Orientation and Safety	Computerized Accounting	Day Classes: Monday-Friday
Office Technology Foundations	Business Communications	7:45 am-2:15 pm
Keyboard/Data Entry	Customer Service	
Office Procedures I, II	Financial Functions	
Computer Essentials	Practicum/Simulation	
Word Processing Applications	Business Communications	
Spreadsheet Applications	Medical Terminology	
Employability Skills	Medical Ethics and Office Management	
Accounting	Intro to Medical Insurance	
Payroll	Electronic Health Records	

<b><u>Title</u></b>	<b><u>Award</u></b>	<b><u>Training Hours</u></b>	<b><u>Trimesters</u></b>
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<b><u>Title</u></b>	<b><u>Award</u></b>	<b><u>Training Hours</u></b>	<b><u>Trimesters</u></b>
General Office Assistant	Certificate	432	1 trimester
Office Software Specialist	Certificate	864	2 trimesters
Accounting Assistant	Diploma	1296	3 trimesters
Administrative Assistant	Diploma	1296	3 trimesters
Medical Administrative Assistant	Diploma	1296	3 trimesters

View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1238>

# AESTHETICS TECHNOLOGY AND AESTHETICS INSTRUCTOR

## Program Description

The Aesthetics Technology program is designed to prepare the student for a career in the growing skin care industry. Through a structured program of theoretical instruction and practical experiences, the successful student will be qualified to obtain licensure as an Aesthetician through the Tennessee State Board of Cosmetology. Further training is available to licensed Aestheticians to become a licensed instructor. Upon completion of the 864 hours in practice and theory, graduates must sit for a written and practical examination. The Tennessee State Board of Cosmetology may be contacted for information on application, registration, examination, renewal, or fees.

## Training Schedule

Evening Classes: Monday-Thursday

## Units of Study

Safety and Orientation		Day Classes: Monday-Friday
History of Skin Care		7:45 am-2:15 pm
Anatomy & Physiology		
Chemistry for Aesthetics		
Skin Analysis, Disease and Disorder		3:30 pm-9:00 pm
Massage Techniques		
Hair Removal		
Facials & Treatments		
Cosmetology Law		enrolling as Instructor trainee
Career Planning		
Employability Skills		
*Aesthetics Instructor Training		*Must be licensed Aesthetician before

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Aesthetician	Certificate	864	2 day class/ 3 evening class
Aesthetician Instructor	*Supplemental Certificate	300	1 day class/ 1.5 evening class

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1235](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1235)

## AUTOMOTIVE TECHNOLOGY

### Program Description

The Automotive Technology program is designed to provide students theoretical instruction & practical experiences in diagnostic, repair & maintenance of domestic & import automobiles. In addition to classroom instruction, students obtain hands-on experiences through live work projects utilizing the latest state-of-the-art equipment. Cooperative Education Training Agreements also allow students to “earn while they learn” in local dealerships & independents shops.

### Units of Study

### Training Schedule

Safety and Orientation		Day Classes: Monday-Friday
Engine Performance		7:45 am-2:15 pm
Engine Repair		
Automotive Transmission/ Transaxles		
Manual Drive Train and Axles		
Brakes		
Steering and Suspension		
Electrical/Electronic Systems		
Heating and Air Conditioning		
Employability Skills		

### Title

### Award

### Training Hours

### Trimesters

Electrical/Electronic Systems Technician	Certificate	432	1 trimester
Brakes/ Steering and Suspension Technician	Certificate	432 - 864	1-2 trimester
Engine Repair Technician	Certificate	432 - 1296	1-3 trimesters
Engine Performance Technician	Certificate		1-4 trimesters
Transmission Technician	Certificate	432 - 2160	1-5 trimesters
Automotive Technician	Diploma	2160	5 trimesters

### Program Accreditation

(NATEF) National Automotive Technicians Educational Foundation, Inc.

View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1252>

## AVIATION MAINTENANCE

### Program Description

The Aviation Maintenance Technology program is designed to prepare students for a career as an Airframe and/or Powerplant mechanic. Upon completion of the program, students must pass the certification knowledge and practical tests through the Federal Aviation Administration.

### Units of Study

### Training Schedule

General Aviation		Day Classes: Monday-Friday
Airframe Maintenance		7:45 am-2:15 pm
Powerplant Maintenance		

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Airframe Mechanic	Certificate	1296	3 trimester
Powerplant Mechanic	Certificate	1296	3 trimesters
Airframe & Powerplant	Diploma	1918	4.5 trimesters

### Program Certification

Federal Aviation Administration (FAA) approved  
Part 147 School, Air Agency #NVSTO18K

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1253](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1253)

## BUILDING CONSTRUCTION TECHNOLOGY

### Program Description

The mission of the Building Construction Technology Program is to provide basic knowledge and applicable skills necessary for an individual to work in the building construction industry. Instruction provided will assist the student in obtaining certifications in "Green Technology" as well as construction trades.

### Units of Study

### Training Schedule

Carpentry	Electricity	Day Classes: Monday-Thursday
Construction Math	Conduit Bending	6:30 am-2:30 pm
Hand and Power Tools	Control Systems	
Framing & Finishing	Motor Controls	
Concrete Management	Transformers	
Rigging Equipment & Practices	Specialty Locations	
Site Preparation	Project Planning	
Foundations	Plumbing	
Formwork	Blueprint Reading	
Advanced Finishing Systems	Water Supply	
Technology Foundations	Work Ethics	

### Title

### Award

### Training Hours

### Trimesters

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Carpentry Assistant	Certificate	432	1 trimester
Building Construction Assistant	Certificate	864	2 trimesters
Finish Carpenter	Diploma	1296	3 trimesters
Building Construction Technology Technician	Diploma	1728	4 trimesters

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1236](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1236)

## COLLISION REPAIR

### Program Description

The Collision Repair program is designed to provide the necessary instruction in repairing damaged auto bodies and parts, which will prepare the student for employment in the collision repair, and/or painting trades.

### Units of Study

### Training Schedule

Orientation and Safety		Day Classes: Monday-Friday
Related Math		7:45 am - 2:15 pm
Non-Structural Analysis & Damage Repair		Evening Classes: Monday - Thursday
Structural Analysis & Damage Repair		4:00 pm - 9:00 pm
Mechanical and Electrical Components		

### Title

### Award

### Training Hours

### Trimesters

Collision Repair Helper	Certificate	432	1 day - 1.5 evening
Structural/ Nonstructural Repair Technician	Certificate	864	2 day - 3 evening
Collision Repair Assistant	Diploma	1296	3 day - 4.5 evening
Collision Repair Technician	Diploma	1728	4 day - 6 evening

View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1254>

## COMPUTER INFORMATION TECHNOLOGY

### Program Description

Computer Information Technology program provides theoretical knowledge and applicable skills necessary for an individual to work in the computer and information technology market. The CIT program prepares students for the following certifications: IC3, A+, Network+, Security+, and Microsoft.

### Units of Study

### Training Schedule

Orientation and Safety	Hardware and Trouble Shooting	Day Classes: Monday-Friday
Basic Keyboarding	Network + Preparation	7:45 am-2:15 pm
Technology Foundations	Advanced Networking	Evening Classes: Monday-Thursday
Computer Concepts	Security + Preparation	3:30 pm - 9:00 pm
Office Applications	Copper Cabling	
Introduction to Operating Systems	Fiber Optic Cabling	
Basic Computer Hardware	Wireless Networking	
A+ Preparation	Windows 7 & Windows 8	

### Title

### Award

### Training Hours

### Trimesters

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
P C Operator / * IC3	Certificate	432	1 day - 1.5 evening
Desktop Technician / A+	Certificate	864	2 day - 3 evening
Microcomputer Specialist /Network+, & Security+	Diploma	1296	3 day - 4.5 evening
IT Microsoft Specialist	Diploma	1728	4 day - 6 evening

**\*\*Certification Exams available on site in testing center**

View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1247>

## COSMETOLOGY AND COSMETOLOGY INSTRUCTOR

### Program Description

The Cosmetology program is designed to prepare individuals with the competencies and skills essential to obtain licensure from the Tennessee State Board of Cosmetology. Further training is available to licensed Cosmetologists to become licensed instructors. Upon completion of the 1,500 hours in practice and theory, graduates must sit for a written and practical examination. The Tennessee State Board of Cosmetology may be contacted for information on application, registration, examination, renewal, or fees.

### Units of Study

### Training Schedule

Safety & Orientation	Day Classes: Monday-Friday
General Sciences	7:45 am-2:15 pm
Hair Care	Evening Classes: Monday-Thursday
Skin Care	3:30 pm - 9:00 pm
Nail Care	
*Instructor Training	*Must be licensed Cosmetologist before enrolling as Instructor trainee

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
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Shampoo Technician	Certificate	300	1 day/ 1.5 evening
Cosmetologist	Diploma	1500	4 day/ 5.5 evening
*Cosmetology Instructor	*Supplemental Certificate	300	1 day/1.5 evening

*\*High school diploma or GED required*

View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Ged-t-1245>

## DENTAL ASSISTING

### Program Description

The Dental Assisting Program at the Tennessee College of Applied Technology Nashville prepares students to become members of the dental healthcare team. The program includes theory along with demonstrations and classroom instruction. Students receive supervised experience performing procedures using simulated methods, study models, and mannequins. Students receive three months of supervised experience in the clinical setting performing procedures on dental patients in a dental office prior to graduation from the program.

### Units of Study

### Training Schedule

Professional Orientation	Clinical Assisting I, II and III including Dental Specialties	Day classes: Monday - Friday 7:45 am - 2:15 pm
Anatomy and Physiology	Therapeutics	
Embryology and Histology	Dental Materials I and II	Schedule subject to change
Microbiology and Infection Control	Dental Radiology I, II and III	based on clinical site hours of
Oral Pathology and Oral Diagnosis	Ethics and Jurisprudence	operation.
Oral Health Education and Nutrition	Practice Management	
Management of Dental/Medical Emergencies	Clinical Externship	
Communication and Psychology		

### Title

### Award

### Training Hours

### Trimesters

Dental Assisting Tennessee State Registration	Diploma	1296	3 trimesters
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View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1239](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1239)

## DENTAL LAB TECHNOLOGY

### Program Description

The Dental Lab Technology program teaches the construction of prosthetic appliances for replacement of natural teeth, which have been lost either by disease or accident. Dental Lab Technicians work under the guidance and instruction of a Dentist.

### Units of Study

### Training Schedule

Orientation and Safety	Crown and Bridge	Day Classes: Monday-Friday
Introduction to Basic Materials	Principles of Occlusion	7:45 am-2:15 pm
Dental Anatomy and Terminology	Dental Ceramics	
Basic Model Fabrication	Acrylic Partials	Evening: TBD
Introduction to Math	Complete Dentures	
Tooth Morphology	Advanced Crown and Bridge	
Principles of Waxing	Employability Skills	
Introduction to Computers		

### Title

### Award

### Training Hours

### Trimesters

Dental Lab Model Maker	Certificate	432	1 trimester
Dental Lab Waxer/Metal Finisher	Certificate	864	2 trimesters
Dental Lab Ceremist (Crown/Bridge Tech)	Diploma	1296	3 trimesters
Dental Lab Technician	Diploma	1728	4 trimesters

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1240](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1240)

## DESIGN FOR WEBSITES AND MOBILE APPLICATIONS

### Program Description

The Design for Websites and Mobile Applications is an introduction to concepts, principles, and skills necessary to design websites and mobile applications. Student will be able to manipulate images, create bitmap graphics, develop a knowledge of software applications and animation, learn the fundamentals of website planning, create dynamic and flexible website management systems, learn basic Hypertext Markup Language, Cascading Style Sheets, JavaScript, designing, configuring, supporting Linux servers and much more.

<u>Units of Study</u>	<u>Training Schedule</u>
Orientation and Safety	Content Management with Wordpress Evening
Professional Orientation	Design Concepts for Developers Mon, Tues &
Introduction to Web Technology	Project Management and Processes 4:00 pm-9:00 pm
Foundation to Web Design	Linux Administration and Site
Intermediate Web Design	Development
Animation/Simulation and Mobile Graphics	Linux Administration and Site Development
Using a Content Management System	Development Practicum/Internship

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Graphic Design Assistant	Certificate	432	1 trimester
Web Design Assistant	Certificate	864	2 trimesters
Web & Mobile Application Design Technician	Diploma	1296	3 trimesters

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1247](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1247)

## DRAFTING & CAD TECHNOLOGY

### Program Description

Computer Aided Drafting is the primary focus of this program. The Drafting and CAD Technology program is designed to impart the skills and knowledge necessary for employment in the ever- changing world of CAD.

### Units of Study

### Training Schedule

<i>Basic Modules:</i>	Drafting Application	Day Classes: Monday-Friday
Basic Drafting Techniques	Working Drawings	7:45 am-2:15 pm
Introduction to CAD	Solid Modeling	
Sketching and Shape Description	Related Math and Theory	*Also offered on-line as part of the
Intermediate CAD**	Professional Development	Regents Online Degree Program
Technical Drawing	Working Drawings	
<i>Specialized Units:</i>		
Architectural Drafting	Mechanical Drafting	

*\*\*Computer Aided Drafting (CAD) included: (ADI SoftwareSuite or Micro Station and exposure to SolidWorks.*

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Detail Drafter	Certificate	864	2 trimesters
Drafting & CAD Technician	Diploma	1296	3 trimesters
Mechanical Drafter	Diploma	1728	4 trimesters
Architectural Drafter	Diploma	1728	4 trimesters

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1248](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1248)

## EARLY CHILDHOOD EDUCATION/CDA

### Program Description

The Early Childhood Education program offers three avenues of training for persons who desire a rewarding career in the early childhood profession. They include childcare attendant, teacher assistant certificate & childcare leader. CDA training is included in the curriculum for the Early Childhood Education program. However, CDA renewal lab training is available to individuals currently working in early childhood education.

### Units of Study

### Training Schedule

Orientation	Parenting/Parent Involvement	Day Classes: Monday-Friday
Literature (language & communication)	Clinical Practicum	7:45 am-2:15 pm
Family Dynamics & Community Involvement	Theory of Play	
Guidance and Behavior	Nutrition	
Music and Movement	Developmental Assessment	
Math and Science	Classroom Environment (inside/outdoors)	
Health and Safety	Child Development	
Professionalism	*CDA Lab renewal	

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Child Care Attendant	Certificate	432	1 Trimester
Child Care Assistant	Certificate	864	2 Trimesters
Child Care Leader	Diploma	1296	3 Trimesters

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1246](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1246)

## HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

### Program Description

The Heating, Ventilation, Air Conditioning & Refrigeration Technology program is a highly acclaimed course of study designed to prepare graduates to enter the ever-changing H.V.A.C. field as service technicians.

\*Special emphasis on geothermal energy, solar energy, and weatherization to support Green technology

### Units of Study

### Training Schedule

Basic Refrigeration/Basic Air Conditioning	Soldering and Brazing Techniques	Evening Classes: Monday -Thursday 4:00 pm - 9:00 pm
Basic Electricity		
Three-Phase Motors, Series & Parallel Circuits	Flaring and Swaging	
Pictorial Diagrams	Heat-Load Calculations	
Pertinent Relays	Duct Sizing	
Electrical Devices	Compressor Installation	
Components	System Evacuation	
Schematic Wiring Diagrams	Troubleshooting	

### Title

### Award

### Training hours

### Trimesters

<u>Title</u>	<u>Award</u>	<u>Training hours</u>	<u>Trimesters</u>
Heating & A/C Mechanic Helper	Certificate	432	1 day/ 1.5 evening
Domestic Unit Repair Technician	Certificate	864	2 day/ 3 evening
Refrigeration Technician	Diploma	1296	3 day/ 4.5 evening
Environmental Control Systems HVAC/R Technician	Diploma	1728	4 trimesters *Day program only

View Consumer/Gainful Employment Information at:

<http://www.tcatnashville.edu/>

[consumerinfo/?program=nashville/Gedt-1237](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1237)

## MACHINE TOOL TECHNOLOGY

### Program Description

Machine Tool Technology prepares the student to work in the industrial machine tool trade. The student will develop skills by completing hands on project using conventional machinery, such as saws, drill presses, grinders, lathes and mills. The student will then progress to the use of state-of-the-art CNC machines and their associated software.

### Units of Study

### Training Schedule

Practical Shop Safety	Day Classes: Monday-Thursday 7:30 am – 3:30 pm
Mathematical Concepts and Applications	Evening Classes: Tuesday & Thursday 5:00 pm- 9:00 pm
Interpreting Engineering Drawings	
Measurement and Inspection	
Conventional/ Advanced Machining	
Manufacturing Materials and Processes	
Lathe and Mill Competency	
CNC Operations	

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
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Production Machine Tender	Certificate	432	1 day/ 1.5 evening
Machine Set-Up Operator	Certificate	864	2 day/ 3 evening
General Machinist	Diploma	1728	4 day/ 6 evening
Machinist I	Diploma	2160	5 day/ 7.5 evening

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/consumerinfo/  
 ?program=nashville/Gedt-1249](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1249)

## MECHATRONICS TECHNOLOGY

### Program Description

Mechatronics technology trains students extensively in manufacturing processes with emphasis on accuracy and productivity utilizing skills in pneumatics, hydraulics, robotics, computer controls, and preventive maintenance. Instructors emphasize proactive maintenance rather than reactive maintenance. Graduates will be well-rounded, multi-craft technicians.

### Units of Study

### Training Schedule

Orientation and Safety	Hydraulics	Day Classes: Monday - Friday 7:45 am - 2:15 pm
General Information Mechatronics	Pneumatics	
Electricity	Control Systems	
Instrumentation and Measurement	Programmable Logic Controllers	
Energy	Number Systems	
Mechanical Power	PLC Applications & Programming	
Drives and Transmissions	Electronics	
Shafts	Robotics	
Clutches and Brakes	Control Elements	
Motors and Motor Controls	Work Ethics	
Fluid Power	Technology Foundations	

### Title

### Award

### Training Hours

### Trimesters

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Electrical Technician Assistant	Certificate	432	1 trimester
Machinical Technician Assistant/ Power & Light	Certificate	864	2 trimesters
Field Service Technician	Diploma	1296	3 trimesters
Industrial Maintenance Technician	Diploma	1728	4 trimesters
Mechatronics Technician	Diploma	2160	5 trimesters

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1101](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1101)

# PHLEBOTOMY TECHNICIAN

## Program Description

The Phlebotomy program trains students to draw blood via venipuncture and skin puncture. Throughout this course students experience hands on training in a classroom/clinical setting which will enable the student to obtain the basic knowledge and competencies for employment as a Phlebotomist.

## Units of Study

## Training Schedule

Safety and Infection Controls	Customer Service/Interpersonal Skills	Day Classes: Monday - Friday 7:45 am - 2:15 pm
Medical Terminology	Clinical Experiences	* Clinical schedule varies depending upon medical facility assignments
Phlebotomy Procedures	Mathematics and Calculations	
Anatomy and Physiology	Work Ethics	
Collection Procedures		

## Title

## Award

## Training Hours

## Trimesters

Phlebotomy	Certificate	432	1 trimester
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View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1233>

## PRACTICAL NURSING

### Program Description

TCATNASHVILLE's school of Practical Nursing is the largest training center for Licensed Practical Nurses (LPN's) in the State of Tennessee. The program is designed for students to obtain the basic competencies needed to sit for a licensure exam to become licensed as a Practical Nurse.

### Units of Study

### Training Schedule

Intro to Basic Nursing (PVR, common emergencies, geriatrics)	Obstetrics	Day Classes: Monday-Friday 7:45 to 2:15 pm  Clinical: Days and Times subject to clinical site
Anatomy & Physiology	Mental Health	
Nutrition	Pediatrics	Evening/ Weekend Classes: TBA
Drug Calculations	Advanced PVR	
Nursing Fundamentals	Clinical Rotations	
Medical-Surgical Nursing	Work Ethics	

### Title

### Awards

### Training Hours

### Trimesters

Nursing Technician	Certificate	432 + 60 hrs Med Surg clinicals	1 trimester
Practical Nursing	Diploma	1296	3 trimesters

View Consumer/Gainful Employment Information at:  
[http://www.tcatnashville.edu/  
 consumerinfo/?program=nashville/Gedt-1244](http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1244)

## TRUCK DRIVING

### Program Description

The Truck Driving program trains students to acquire a Class "A" Commercial Driving License. Throughout the course, students learn about safety, integrity, responsibility, and professionalism for the occupation. Upon graduation, individuals must pass a CDL Test administered by Department of Motor Vehicles to work in the transportation industry.

### Units of Study

### Training Schedule

Basic Operation	Nonvehicle Activities	Day Classes: Monday- Friday 7:30 am – 2:30 pm
Safe Operating Practices	Accident Procedures	
Advanced Operating Practices	Management of Personal Resources	
Vehicle Maintenance	Communication Skills	

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
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Truck Driving	Certificate	222	8 weeks
Professional Truck Driving Inst.	Certificate		
National Safety Council Defensive Driving	Diploma		
Supplemental Training:			
*Refresher Test Prep Seminar	Supplemental Certificate	30 - 40	
Permit Prep Class	Supplemental Certificate	15	
Test Prep	Supplemental Certificate	5 - 10	
*Special refresher training for CDL class "A" licensed truck drivers			

View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1255>

## WELDING

### Program Description

The Welding Technology program is designed to give the students the necessary classroom instruction and practical work experience needed for entry-level job performance. Basic practical experience is gained by shop practice, student projects, and repair work. Oral, written, and performance tests are given to measure the student's proficiencies.

### Units of Study

### Training Schedule

Safety and Orientation	Shop Management	Day Classes: Monday-Thursday 7:30 am – 3:30 pm
Basic Welding Procedure	Basic Math & Blue Print Reading	
Advanced Welding Procedures	Certification AWS D 1.1, 2G, 3G, & 4G positions	Evening Classes: Monday-Thursday 4:00pm – 9:00 pm
Technical Information	Certification Pipe Welding 5G & 6 G position	

*\* Emphasis on Soft Metal to support Green Technology*

### Title

### Award

### Training Hours

### Trimesters

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Tack Welder	Certificate	432	1 day/ 1.5 evening
Assembly/Production Welder	Certificate	864	2 day/ 3 evening
Combination Welder	Diploma	1296	3 day/ 4.5 evening

View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1251>

## WEB SOFTWARE DEVELOPER PROGRAM

### Program Description

The Web Software Developer Program is an introduction to the concepts, principles, and skills necessary to develop web based software programs.

Student will be able to evaluate website designs, learn Hypertext Markup Language, Cascading Style Sheets, design principles, techniques for web authoring, server-side application for the internet, design and build cross-platform mobile app, manage web development projects, and much more.

### Units of Study

### Training Schedule

Professional Orientation	Content Management with Wordpress	TBD
Introduction to Web Technology	Design Concepts for Developers	
Foundations of Web Programming	Project Management and Processes	
Intermediate Web Programming or Game Programming	Linux Administration and Site Development	
Introduction to Server Side Programming	Linux Administration and Site Development	
Foundations of mobile Application Programming	Development	
	Development Practicum/Internship	

### Title

### Award

### Training Hours

### Trimesters

<u>Title</u>	<u>Award</u>	<u>Training Hours</u>	<u>Trimesters</u>
Web Programming Assistant	Certificate	432	1 trimester
Web Programming Technician	Certificate	864	2 trimesters
Web Software Developer	Diploma	1296	3 trimesters

View Consumer/Gainful Employment Information at:  
<http://www.tcatnashville.edu/consumerinfo/?program=nashville/Gedt-1247>

## TECHNOLOGY FOUNDATIONS

The purpose of Technology Foundation is to provide a comprehensive program of activities that will enable TCAT students to develop and/or enhance their basic skills in reading, writing and math in order that they will successfully advance in the workplace upon completion of their program of study. In addition to basic skills, job seeking and job retention skills are covered. Classes are offered by the Adult Education program in the TCAT Computer Learning Lab where both classroom instruction and distance learning are utilized.

Technology Foundations is a graduation requirement for all students who are enrolled into the institution without taking an entrance exam (exempted students include, for example, Aviation Mechanics, Building Construction Technology, Dental Assisting, Phlebotomy, and Practical Nursing.) All students will have the opportunity to test out or be exempted from participation based upon an entrance assessment. Once assessed, students move through the course at their own pace and usually attend for several hours per week and complete within the first month of attendance at the school. In addition to making progress in the TCAT Computer Learning Lab, students are provided with log in and passwords that allow them to complete assignments at home or remotely. The following are the basic components of this course:

- Student Assessment in the Test of Adult Basic Education (TABE), WorkKeys, and KeyTrain
- Preparation for the Career Readiness Certificate as offered through the Tennessee Department of Labor and Workforce Development and the Tennessee CareerCenters
- Job Seeking and Job Retention
- Workplace and Employability Skills Development
- Workplace Ethics and Employer Expectations

### Training Schedule

Scheduling is varied and coordinate by the student's lead instructor. TCAT programs attend in groups throughout the day and evening regular class schedule. Students move through the program at their own pace and are excused once they have mastered the desired proficiency levels, usually within the first month of attendance at TCAT.

## TESTING AND TRAINING CENTER

The Tennessee College of Applied Technology Nashville has partnered with a variety of companies to establish testing and training solutions that utilize state-of-the-art, web-based curriculum and assessments. A brief listing of partners include: ACT, Castle, Certiport, NHA/ATI, McCann, and Pearson Vue.

The TCATNashville offers the National ACT College entrance exam. Visit [www.actstudent.org](http://www.actstudent.org) to view testing and dates and to register for the exam.

The Testing Center also administers the official GED (General Equivalency Exam).

Additional testing opportunities available at the TCATN may include, but are not limited to the following:

Compass Exam - Nursing & Allied Health Entrance Exam (ACT)	Medical Billing and Coding Certification Exams (NHA/ATI)
Electronics and FCC Certification Exams (ETA)	MOS – Microsoft Office Specialist (Certiport)
High Stakes Testing (Castle & Pearson Vue)	WorkKeys (ACT)
IC3 Certification (Certiport)	Proctoring exams for online students

For more information contact the Testing Center at:

- (615) 425-5525 or (615) 425-5611 (phone)
- (615) 425-5611 (fax)

## WORK ETHICS PROGRAM

The U.S. Department of Labor estimates that 80 percent of workers who lose their jobs do so not because of lack of occupational skills, but because of poor work ethics. The mission of technical education is to provide business and industry with trained workers who possess both strong occupational skills and good work habits.

Business and industry leaders have identified essential worker characteristics that should be taught and practiced in order to develop a viable and effective workforce.

The ten worker characteristic traits identified are:

- |               |                          |
|---------------|--------------------------|
| 1. Attendance | 6. Productivity          |
| 2. Character  | 7. Organizational Skills |
| 3. Teamwork   | 8. Communication         |
| 4. Appearance | 9. Cooperation           |
| 5. Attitude   | 10. Respect              |

The Tennessee College of Applied Technology Nashville has incorporated the work ethics program curriculum lessons on all ten worker characteristics to be taught on each week. These sessions are conducted throughout the term on Wednesday or Friday, depending on the class schedule. Each student will receive a work ethics grade, which will be recorded on the student's transcript.

Three primary results of the Work Ethics Program make it a winning proposition for all concerned.

These results are:

Students begin employment with positive work ethic skills, which enhance their value as employees.

Instructors develop more motivated and attentive students.

Employers acquire employees with desirable work habits.

### **GRADING**

The evaluation of student work ethics uses a rating scale and a test score. The rating scale is based upon a definition of the expected behavior of a good employee. A grade is assigned to evaluate each of the ten work ethics traits as follows:

Mastery of Expectations	=	A (93-100) Excellent
Exceeds Expectations	=	B (85-92) Above Average
Meets Expectations	=	C (77-84) Average
Needs Improvement	=	D (70-76) Below Average
Unacceptable	=	F (0-69) Unacceptable

Students are required to take an exam after the completion of each work ethics module. The test grade is recorded on the TCATNashville Work Ethics Evaluation Form and will be added to the rating scale grade and averaged for each work ethics trait. The instructor will have the option to allow the student to make up the test.

## ADULT EDUCATION

The purpose of Adult Education program is to prepare students to complete their high school equivalency through classroom preparation that ensures the student will pass either the High School Equivalency Test (HiSET) or the General Education Development (GED). We provide a comprehensive program of activities that will enable students to develop and/or enhance their basic skills in reading, writing, social studies, science and math in order that they will successfully advance into postsecondary training and the workplace. In addition to basic skills, job seeking and job retention skills are covered. Classes are offered by the Adult Education program at the TCAT and other strategic sites in Davidson County including the TCAT Computer Learning Lab where both classroom instruction and distance learning are utilized.

This program is offered free of cost under a grant from the federal government that is administered by the Tennessee Department of Labor and Workforce Development. The mission of the Adult Education Program in Tennessee is to provide these services in order to:

- Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency.
- Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children: and
- Assist adults in the completion of a secondary school education.

### Training Schedule

Both daytime and evening classes are available and students are grouped with students who are at similar skill levels. Classes met at TCAT Nashville and at various other strategic sites across Nashville including the Nashville State Community College Southeast Campus in the former Hickory Hollow Mall.

## **LIVE WORK AND REPAIR SERVICES**

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Live Work is done by student as part of their training program. Such work can be done in school or on a job site and includes service, repair, or production jobs.

### **Relationship to Training**

Live work will be conducted when training programs require such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor as part of the student's training program.

### **Live Work Projects**

Many of the training programs at TCATN provide repair services and live work. The scope and extent of each project will be well defined before acceptance. Eligible persons may request appropriate training programs to perform needed repairs or services.

This service is only authorized to the following:

1. Currently enrolled students
2. Current and retired employees of the Tennessee Colleges of Applied Technology
3. Current members of the College's Advisory Committees

If additional live work is needed in any program, the Director, at his discretion, may authorize the following, but will not take priority over (1) through (3) above.

1. Other State employees
2. Metro employees
3. Senior Citizens, retired and 62 years of age or older
4. Handicapped persons
5. Residents of orphanages or homes
6. Non-profit organizations and/or civic groups (not employees), of the Tennessee Colleges of Applied Technology

### **Administration**

Administration and control of live work project are the responsibility of the instructor. All work performed must be approved in accordance with the guideline outlined by the Director.

Those persons requesting repair service from various training departments at TCATN must first be authorized (see above). Upon approval from the instructor of the training program that performs the service, the instructor will complete a "Live Work and/or Service Agreement form. This form will be taken by the person requesting the service to the Business office from 7:00 a.m. to 3:30 p.m., Monday through Friday.

When the work is scheduled, a deposit on the cost of needed parts is required or the instructor will notify you of what parts are required and you may bring them. The instructor will notify the person when the training job is completed. The exact amount of the financial settlement will be made at the time the person picks up the property.

The following training programs will accept repair/service orders:

Aesthetics\*; Automotive Technology; Collision Repair; Computer Information Technology; Cosmetology\*; Drafting & CAD; Heating, Ventilation, Air Conditioning, and Refrigeration; Machine Tool Technology; and, Welding.

The Cosmetology Department will provide services during the day from 9:00 a.m. to 11:00 a.m., Tuesday through Friday, and during the evening from 4:30 p.m. to 5:30 p.m., Tuesday and Thursday. The Aesthetics Department provides services in the morning from 9:00 a.m. until 11:00 a.m., and in the afternoon from 4:00 p.m. until 5:00 p.m. Tuesday, Wednesday, and Thursday. At this time a service fee, (if required), and membership fee of \$5.00 will be collected.

\*Because more live work is required by the Cosmetology and Aesthetic training classes, the public is authorized to receive services; however, children 11 and under are not permitted to receive services.

### **Release of Liability**

The person, program, institution, or organization for which live work is done shall:

1. Assume all responsibility for the results of the work being done by students
2. Bear all actual cost of material and parts involved
3. Pay a service charge according to schedule as prescribed by the section on service charges and established by the institution's administration to cover indirect expenses.

## STAFF DIRECTORY

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<b>Support Staff</b>	
<b>Administration</b>	
<b>Mark Lenz, Director</b>	(615) 425-5540
M.A., Webster University	
B.S., Southern Illinois University	
<b>Jerry King, Assistant Director</b>	(615) 425-5530
B.S., University of Tennessee	
<b>Business Office/Human Resources</b>	
<b>Melanie Buchanan, Coordinator 3 - Finance &amp; Human Resources</b>	(615) 425-5570
B.S., Trevecca University	
<b>Cheryl Brown, Financial Support Associate 3 - Business Office</b>	(615) 425-5573
A.S., Indiana Business College	
<b>Milina Cramb, Financial Support Associate 1 - Business Office Clerk</b>	(615) 425-5572
B.S., University of Kentucky	
<b>Sandra Glavin, Administrative Support Associate 5 - HR/Payroll</b>	(615) 425-5540
Certificate, Trevecca University	
<b>Debra Stringer, Financial Support Associate 3 - Business Office</b>	(615) 425-5559
A.S., Draughons Jr. College	
<b>Carole Wright, Administrative Support Associate 1 - Institutional Support</b>	(615) 425-5500
Diploma, North Reading High School	
<b>Facilities Maintenance</b>	
<b>Mark Willoughby, Coordinator 3, Facilities Maintenance</b>	(615) 425-5550
A.A.S., Nashville State Community College	
<b>Danyeal Adcock, Facilities Support Associate 1 - Custodian</b>	(615) 630-4652
Diploma, Cedar Creek High School	
<b>Jon Chandler, Facilities Support Associate 7 - Facilities</b>	(615) 630-4655
Franklin/Simpson High School, Franklin, KY	

<b>Spencer Corbett</b> , Facilities Support Associate 1, Evening Security	(615) 425-5501 or (615) 630-4273
Diploma, Tennessee College of Applied Technology Nashville	
<b>Shelia Escue</b> , Facilities Support Associate 1 - Custodian	(615) 325-5575
G.E.D., Portland High School	
<b>Perry Leaming</b> , Facilities Support Associate 2 - Facilities	(615) 879-4203
A.S., Western Texas College	
<b>Derek Mitchell</b> , Facilities Support Associate 1 - Facilities	(615) 630-4653
Diploma, Louisville High School	
<b>Ric Wright</b> , Facilities Support Associate - Security	(615) 425-5501
Private Protective Security Armed Security Guard/Officer, State of TN Department of Commerce & Insurance	
<b>Information Technology</b>	
<b>Terry Doss</b> , Coordinator 4, Information Technology	(615) 425-5575
AAS, Volunteer State University	
<b>Student Services</b>	
<b>Sherlita Nelson-Denton</b> , Coordinator 4, Student Services	(615) 425-5560
M.Ed., Tennessee State University	
B.S., Memphis State University	
<b>Wanda Ammons</b> , Academic Support Associate 4 - Student Services	(615) 425-5600
G.E.D., Metropolitan Board of Education	
<b>Shirley Bailey-DeVane</b> , Administrative Support Associate 3 - Student Services	(615) 425-5534
B.S., Tennessee State University	
<b>Beau Baxter</b> , Academic Student Support Associate 4 - Testing Center	(615) 425-5525
B.A., University of Tennessee	
<b>Melinda Doss</b> , Academic Support Associate 3 - Student Services	(615) 325-5575
Diploma, Allen County High School	
<b>Phillip Lee</b> , Administrative Support Associate 3 - Student Services	(615) 425-5611
Diploma, Tennessee College of Applied Technology Nashville	
<b>Vickey Myatt</b> , CPS, Academic Student Support Associate 4	(615) 425-5533

A.S., Nashville State Community College	
<b>Charlene Shelton</b> , Academic Student Support Associate 4 - Student Services	(615) 425-5507
Diploma, East High School	
<b>Cara Suhr</b> , Coordinator 2, Financial Aid	(615) 425-5504
B.B.A., University of North Dakota	
<b>Cathy Swank</b> , Academic Student Support Associate 3 - Student Services	(615) 425-5505
Medical Assistant, Remington College	
<b>Mark Voeltzke</b> , Academic Student Support Associate 3 - Student Services	(615) 425-5580
Diploma, Father Ryan High School	
<b>Samantha Whitehead</b> , Administrative Support Associate 3 - Recruiter	(615) 425-5509
Diploma, Tennessee College of Applied Technology Nashville	
<b>Program Coordinators</b>	
<b>Brandon Hudson</b> , Special Programs Coordinator	(615) 425-5548
Master of Business Administration, Bethel University	
Master of Business Education, Middle Tennessee State University	
B.B.A., Middle Tennessee State University	
<b>Kathleen Voeltzke</b> , Coordinator 4, Allied Health	(615) 425-5553
M.S.N., Tennessee State University	
B.S.N., Nazareth College	
RN License	
<b>Faculty</b>	
<b>Donna Ammons</b> , Master Instructor - Practical Nursing	(615) 425-5551
B.S.N. Chamberlain College of Nursing	
<b>Mary Armbricht</b> , Master Instructor - Phlebotomy	(615) 425-5565
B.S., Middle Tennessee State University	
<b>Melody Bailey</b> , Associate Instructor - Automotive Technology	(615) 425-5543
Diploma, Nashville Auto Diesel College	

<b>Mike Benefield</b> , Associate Instructor - Building Construction Technology, Turney Center Diploma, Camden Central High School	(931) 729-5161 Ext. 3740
<b>Freddie Birdwell</b> , Instructor - Machine Tool Technology Diploma, Tennessee College of Applied Technology Nashville	(615) 630-4657
<b>John Blair</b> , Associate Instructor - Collision Repair Diploma, Tennessee College of Applied Technology Nashville	(615) 425-5519
<b>Melanie Brooks</b> , Senior Instructor - Early Childhood Education M.Ed., Belmont University B.S., Tennessee State University	(615) 425-5524
<b>David Burks</b> , Instructor - Technology Foundations B.S., Elementary Education, MTSU	(615) 425-5561
<b>Don Carnahan</b> , Instructor - Welding Certifications, Center for Excellence In Education	(615) 306-8448
<b>Tracy Carvell</b> , Senior Instructor - Advanced Manufacturing A.A.S., Columbia State Community College	(615) 879-4202
<b>Johnnie Chennault</b> , Associate Instructor - Automotive Technology Diploma, Nashville Auto Diesel College	(615) 425-5542
<b>Andrew Cutchins</b> , Associate Instructor - Computer Information Technology AA, University of North Georgia	(615) 306-7867
<b>Vanessa Dean</b> , Associate Instructor - Aesthetics Certified Licensed Cosmetology Instructor, Paul Mitchell	(615) 425-5506
<b>Mitchell Denney</b> , Senior Instructor - HVAC/R A.A.S., Nashville State Community College	(615) 425-5517
<b>Roger Gentry</b> , Associate Instructor - Building Construction Technology - Turney Center A.S., Nashville State Community College	(931) 729-5161 Ext. 3740
<b>Kathi Gilmore</b> , Associate Instructor - Medical Assistant	615-425-5577

Medical Assistant, High Tech Institution	
<b>Berry Goolsby</b> , Associate Instructor - Computer Information Technology	(615) 425-5516
AAS, ITT Technical Institute	
<b>Thomas Greer</b> , Associate Instructor - Practical Nursing	(615) 425-5558
Master of Science, University of St. Francis	
BS, University of St. Frances	
<b>Christina Heard</b> , Associate Instructor - Cosmetology	(615) 384-1973
COS Instructor, Tennessee College of Applied Technology Dickson	
<b>Robbin Holland</b> , Associate Instructor - Administrative Office Technology	(615) 425-5527
Master, Middle Tennessee State University	
<b>Barry Ledford</b> , Associate Instructor - HVAC/R	(615) 425-5518
Diploma, Tennessee College of Applied Technology Pulaski	
<b>Eva Loring</b> , Instructor - Dental Assistant	(615) 425-5650
A.S., Nashville State Community College	
CDA, RDA	
<b>Casey Lund</b> , Associate Instructor - Welding	(615) 425-5546
Diploma Tennessee College of Applied Technology Nashville	
<b>Sherri Manners</b> , Associate Instructor - Practical Nursing	(615) 425-5557
A.S., Tennessee State University	
<b>Jyuana Martin</b> , Instructor - Aesthetician	(615) 425-5535
B.S., Middle Tennessee State University	
A.S., Columbia State Community College	
Diploma, Tennessee College of Applied Technology Nashville	
Aesthetics and Cosmetology Instructor License	
<b>Joel Mayberry</b> , Associate Instructor - Computer Information Technology	(615) 425-5526
CIT Certificate/Diploma Tennessee College of Applied Technology Nashville	
<b>Theresa McBride</b> , Instructor - Practical Nursing Program	(615) 425-5567

Master in Nursing Education, Walden University	
<b>Amiee Murphy</b> , Associate Instructor - Practical Nursing Program	(615) 425-5576
B.S.M., Cumberland University	
<b>Jake Neeley</b> , Associate Instructor, Aviation Maintenance Technology	(615) 425-5602
Diploma, Tennessee College of Applied Technology Nashville	
<b>Monte Nelson</b> , Instructor - Machine Tools	(615) 306-9176
Journeyman, Bowling Green Technical College	
<b>Kenton Plegler</b> , Associate Instructor, Building Construction Technology	(615) 425-5552
A.S., New Hampshire Technical College	
<b>Vijay Ramcharan</b> , Associate Instructor - Dental Lab Technology	(615) 425-5566
B.S., Illinois Wesleyan University	
A.S., Dental Lab Tech, Southern College of Florida	
<b>Tammie Reece</b> , Associate Instructor - Cosmetology	(615) 384-1283
Diploma, Tennessee College of Applied Technology Nashville	
<b>Ray Sani</b> , Associate Instructor - Aviation Maintenance	(615) 425-5602
Airframe/Power Plant, Tennessee College of Applied Technology Nashville	
<b>Donna Schmacher</b> , Instructor, Practical Nursing	(615) 425-5554
M.S.N., University of Cincinnati	
B.S.N., Adventist College of Applied Health	
A.S.N., Madison Area Technical College	
<b>Jeff Scott</b> , Associate Instructor, Building Construction Technology, Turney Center	(931) 729-5161 Ext. 3740
A.A.S., Nashville State Community College	
<b>Annette Smith</b> , Associate Instructor - Cosmetology	(615) 425-5523
M.B.A., Strayer University	
B.S., Middle Tennessee State University	
Cosmetology Instructor License	

<b>John Tinker</b> , Associate Instructor - Aviation Maintenance	(615) 425-5602
Diploma, Tennessee College of Applied Technology Nashville	
<b>Clyde Walker</b> , Instructor - Welding	(615) 547-1128 Ext. 208
Journeyman, Portland Vocational School	
<b>Gary Warren</b> , Senior Instructor - Truck Driving	(615) 425-5603
B.S., Austin Peay State University	
CDL License, CDL Examine Certificate	
<b>Daniel White</b> , Associate Instructor - Automotive Technology	(615) 425-5541
Diploma, Nashville Auto Diesel College	
<b>Lynne White</b> , Instructor - Practical Nursing Program	(615) 425-5578
B.S.N., University of Tennessee	
<b>Gregg Whitehead</b> , Associate Instructor - Welding	(615) 425-5515
SteelWorker First Class (E-6), US Navy Reserves	
<b>Adam Wills</b> , Master Instructor - Drafting & CAD	(615) 425-5563
B.S., Austin Peay State University	
A.A.S., Nashville State Community College	
Diploma, Tennessee College of Applied Technology Crossville	
<b>Part-Time Faculty</b>	
<b>James Alexander</b> , Adjunct Instructor - HVAC/R	(615) 425-5517
Air Conditioning & Refrigeration	
<b>Ink Bitda</b> , Adjunct Instructor - Automotive	(615) 425-5543
Automotive Certification, Car Quest Technical Institution	
<b>Stephen Palmer</b> , Adjunct Instructor - Computer Information Technology	(615) 425-5549
CIT Certification/Diploma, Tennessee College of Applied Technology Nashville	
<b>Michael Phillips</b> , Adjunct Instructor - Collision Repair	(615) 425-5519
Diploma, Refrigeration/Air Condition	

<b>Mitch Saber</b> on, Adjunct Instructor - HVAC/R	(615) 425-5517
HVAC/R, Tennessee College of Applied Technology Nashville	
<b>Eric Sharp</b> , Adjunct Instructor - Cosmetology	(615) 425-5512
Applied Behavior Analysis, Kaplan University	
<b>Mary West</b> , Adjunct Instructor - Practical Nursing Program	(615) 425-5533
BSN, Belmont University	

## FINANCIAL AID HANDBOOK

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The purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult or impossible to attend the College. The College adheres to a nationally established policy and philosophy of financial aid for education. The basis of this policy is that students and parents have the primary responsibility for financing an education. Financial aid programs are intended to supplement the efforts of the family. It is the belief of the Tennessee College of Applied Technology Nashville that no qualified student should be denied the opportunity of an education because of financial need, provided that the need is determined to be real and the student is willing to work with the Financial Aid Office. To demonstrate financial need, students must file the Free Application for Federal Student Aid (FAFSA). The information reported on the FAFSA is used in a formula, established by the US Congress, to calculate a student's Expected Family Contribution (EFC), an amount the student and student's family is expected to pay toward the student's education. The EFC is used by the Financial Aid Office to determine a student's financial need.

Financial Aid Awards are calculated on an academic year basis. An academic year is for a 12 month period beginning each September 1 and ending each August 31. Renewal of financial aid is not automatic; students must file a FAFSA each year.

All interested students are encouraged to apply for financial aid. To qualify, the individual must meet the eligibility requirements specified by the particular program desired. In general, you are eligible for Federal and/or State aid if you meet the following requirements:

1. You are enrolled as a regular student in an eligible program.
2. You are a U.S. citizen/national or an eligible non-citizen.
3. You are making satisfactory academic progress in your course of study and meeting attendance standards.
4. You are not in default on a Federal Perkins/ National Direct Student Loan, Federal Family Education Loan, Federal Plus Loan, Federal Direct Student Loan, Income Contingent Loan or a Consolidation Loan, and you do not owe a refund or repayment on a Pell Grant, Supplemental Educational Opportunity Grant, Tennessee Student Assistance Award, Wilder-Naifeh Technical Skills Grant and/or a Byrd Scholarship or have documented satisfactory repayment arrangements if in default or owe a refund/repayment.
5. You are registered with the Selective Service if you are required to register.
6. Have not been convicted of any offense involving possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid, unless successfully completed an approved drug rehab program or completed the time of ineligibility.
7. Have a signed statement of educational purpose saying that the student will use the money only for expenses related to attending The College (Usually collected on the FAFSA)
8. Have a high school diploma, GED. Or approved Home School certification. Students without a high school diploma, GED, or approved Home School certificate may be eligible for some forms of State aid and should inquire about their status with the financial aid office.

## APPLICATION DEADLINES

Students are encouraged to complete the FAFSA application as soon after January 1st as possible.

**1FMM (SBOU)-** The FAFSA must be received by the processor no earlier than January 1st and no later than June 30th of the following year. All required forms must be received by the Financial Aid Office by June 30th or your last day of enrollment, whichever comes first.

**5FOOFTTFF 1SPNJTF-** Before November 1 for new applicants (Fall before the graduating high school senior graduates) and before July 1 of each year after.

**5FOOFTTFF 3FDPOOFDU-** Same deadlines as Wilder Naifeh Technical Skills Grant listed below.

**8JMEFS/BJGFI5FDIOJDBM4LJMMT (SBOU-** Students must have a processed FAFSA on or before the following deadline dates to be eligible for the award. Students whose applications are processed after the deadline date may be eligible for the WNTSG for subsequent terms.

Deadline-Dates

Fall-November 1st

Spring-March 1st

Summer- July 1st

**5FOOFTTFF 4UVEFOU "TTJTUBOU "XBSE-** Due to funding limitations, the TSAA is awarded on a first-come, first-serve basis and is based on the FAFSA completion date. Therefore, students are encouraged to complete the FAFSA as early as possible. Starting with the 2014-2015 academic year, prior-year recipients (renewals) will receive the award if they meet all eligibility requirements and complete the FAFSA on or before March 1. After March 1, remaining funds will be awarded to the neediest applicants who apply by March 1 based on the availability of funds. Awards are made until funds are depleted.

Additional Rules and Requirements for the Wilder-Naifeh Technical Skills Grant

Eligibility: To be eligible to receive funds from the Wilder-Naifeh Technical Skills Grant (WNTSG) a student must meet the following eligibility requirements in addition in to those listed above.

- Must be a Tennessee resident for one year prior to the application deadline date. State residency is determined using TBR promulgated rules; TBR Rules 02402-2
- Must not be incarcerated
- Must meet the enrollment requirements for both the school and the program (Do not have to have a high school diploma or GED if not required for enrollment in the school or program. Also, a student that possesses a bachelor's degree or higher may be eligible for the WNTSG)
- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- Must have never have completed a certificate or diploma program with Wilder-Naifeh Technical Skills Grant funding or had a break in enrollment while receiving the Wilder-Naifeh Technical Skills Grant.

Note: Students may enroll as full-time or part-time. There is no income limit for eligibility. Students may receive the WNTSG for all coursework required for completion of the certificate or diploma.

Calculation of WNTSG Award: The maximum WNTSG award may vary from year to year. This amount is subject

to availability of funds from the Tennessee Education Lottery Scholarship program. The WNTSG funds will be paid each term in the academic year. The amount of the award will be prorated based on the number of scheduled hours for each term. The amount of the award will be rounded to the nearest whole dollar.

Receipt of student financial aid from other sources will not reduce the WNTSG award as long as the student's total aid does not exceed the total cost of attendance. In the event that a student's total aid exceeds the cost of attendance, the school shall, to the extent it does not violate applicable federal regulations, reduce the excess by reducing the student's WNTSG.

**Retention of WNTSG Award:** To continue to be eligible for WNTSG funds a student must meet the

- Continue to meet all eligibility requirements as stated above
- Reapply each year using the FAFSA by the application deadline date
- Maintain continuous enrollment (unless a leave of absence or military mobilization leave is granted)
- Maintain enrollment status during the term (unless a change in status is granted)
- Maintain satisfactory progress according to standards used for financial aid purposes. Students must meet grade and attendance requirements as well as the 133.33% timeframe requirement.

**Note: Once the student becomes ineligible for WNTSG for any reason, the student shall not be eligible to regain the WNTSG.**

## APPLYING FOR ASSISTANCE

General Procedures for applying

- Complete and submit the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) to determine eligibility for financial assistance. Students should complete the FAFSA via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will need to include our **Federal School Code #013968** on the FAFSA. If you do not have access to the Internet, you can call the US Department of Education at 1-800-433-3243 and request that a paper application be mailed to you; or you may come to the Student Services Office for access and assistance in completing application on-line.
- Be accepted for admission to TCATNashville.

## AVAILABLE FINANCIAL AID

### **Federal Pell Grant**

A Federal Pell Grant is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. The amount of Pell Grant received is calculated based on the student's expected family contribution.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

A Federal Supplemental Opportunity Grant is for undergraduates with exceptional financial need, as determined by The College. Priority is given to Federal Pell Grant recipients with a minimum or zero EFC. The amount of the FSEOG award is \$300.00 per payment period for full-time students and \$200.00 per payment period for part-time students.

### **Federal Work-Study Program (FWS)**

The FWS program provides part-time jobs for students who have financial need. Students will generally work on-campus after class in staff support jobs.

### **Tennessee Student Assistance Award (TSAA)**

The Tennessee Student Assistance Award is a state grant program that awards students based on the cost of tuition and the need of the student.

### **Wilder-Naifeh Technical Skills Grant (WNTSG)**

The Wilder-Naifeh Technical Skills Grant is a part of the Tennessee Education Lottery Scholarship Program. The WNTSG is a grant that is available only to Tennessee residents that attend a Tennessee College of Applied Technology

## APPEALS PROCESS AND GUIDELINES

**Appeal and Exception Process for Wilder-Naifeh Technical skills Grant:** The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's WNTSG award. The following items are allowed to be appealed to the IRP:

1. Denial of a Change in Status request
2. Denial of a Leave of Absence request
3. Denial of Reinstatement of eligibility after a change in grade
4. Denial of Reinstatement of eligibility after the grade for an incomplete course is reported.

The IRP members will be designated by the school Director and may be composed of, but not limited to, the following: two faculty members, two students, one administrator and one support staff. An alternate will be designated for an IRP member who is personally involved in a particular case or is otherwise unable to attend. No school official rendering a decision to deny or revoke a WNTSG award shall participate in the appeal process.

**IRP Appeals Process and Timeline:** Any student wishing to appeal to the IRP must provide a written appeal within five (5) calendar days of notification of denial. The IRP may review the student's appeal with or without a hearing and shall make a determination no later than fourteen (14) calendar days after the student properly files an appeal. The IRP shall render a written decision no later than seven (7) calendar days after considering an appeal, except for exigent circumstances.

**Appeals of IRP Decisions:** A student seeking an appeal of a decision rendered by the IRP shall submit a request in writing outlining the basis for the appeal with the Tennessee Student Assistance Corporation TELS Award Appeals Panel within fourteen (14) calendar days from the date the decision was delivered to the student.

**Tennessee Student Assistance Corporation  
TELS Award Panel  
404 James Robertson Parkway  
Suite 1510  
Nashville, Tennessee 37243**

## BENEFIT PROGRAMS

TCATNashville is approved to provide training to students who have been determined eligible for the following benefit programs: Veterans Administration programs, Vocational Rehabilitation, the Workforce Investment Act (WIA) program, and others.

Eligibility determination must be established by agencies outside The College. Eligible students are normally referred to The College by the appropriate program agency.

### **Veterans Assistance**

This program assists eligible veterans and dependents of veterans by providing educational benefits through the Veterans Administration. Appropriate forms to be completed should be obtained from the

Financial Aid Office/VA Certifying Official prior to enrollment.

Veterans must submit transcripts/certificates of previous education/training from colleges, technical or vocational schools, military, etc., in order to apply for benefits.

Upon enrollment, veterans should present their DD214 form and their Notice of Eligibility, to the Financial Aid Office where paperwork will be processed and forwarded to the Veterans Administration. Veterans will receive their benefit checks directly from the Veterans Administration approximately six to eight weeks from their enrollment date.

If you are receiving benefits based on your status as a service person, veteran, or reservist you must verify your enrollment at the end of each month in order to receive benefits. Benefits are paid after each month of school is completed. Verification can be done beginning the last day of the month by using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling toll free at 1-877-823-2378 and using your touch tone phone. Both of these systems are available 7 days a week, 24 hours a day.

If you are receiving VEAP or dependents Educational Assistance (Chapter 35), benefits are sent automatically at the end of each month.

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 the 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 the 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 payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

### **Vocational Rehabilitation Department of Human Services**

The Tennessee Department of Vocational Rehabilitation provides funds for students who are physically or mentally impaired and can demonstrate that they may benefit from training. Eligibility should be established prior to enrollment.

### **Workforce Investment Act (WIA)**

Eligible students may receive federal assistance for books and supplies, transportation, and day care services. Students should be assessed and certified by the WIA office prior to their enrollment.

## **DISBURSEMENT**

### **Financial Aid Disbursement**

In keeping with federal grant regulations, TCATNashville pays federal grant funds in increments called payment periods. Payment periods are defined by regulation and are determined by your program length and academic year. TCATNashville will apply a portion of each payment period's grant funds to pay estimated direct school costs (tuition/fees/books) for the payment period. If there are funds remaining after those costs are paid, you will receive a residual check for the unused portion, which can be used to pay indirect school costs. Since tuition/fee costs are assessed by academic term (trimester) and payment periods may span more than one academic term, tuition/fee costs are estimated on the front-end. If, once actual costs are determined, excess funds have been withheld a residual check will be issued. If

insufficient funds have been withheld, those charges will be applied to the next payment period if you are in good standing. Otherwise those charges will be invoiced to you directly. Grant funds normally will be credited to a student's account or disbursed by check to the student no earlier than the 44<sup>th</sup> class day of the academic term or the end of the term, whichever comes first. Students may pick up their residual check at the TCATNashville Business Office by showing their student I.D. badge.

All disbursements represent payment made in advance of training. Students must successfully complete the hours and weeks in the payment period before they can receive disbursement for subsequent payment periods. In addition, if you withdraw before completing the hours you have been paid for you are at risk for overpayment with the Department of Education and may owe money to the school.

### **SATISFACTORY PROGRESS FOR FINANCIAL AID**

#### **A. To make satisfactory progress a student must:**

1. Complete 75% of cumulative scheduled hours (pace of completion). All periods of enrollment for a student's program will be included in determining the cumulative scheduled hours used for SAP, regardless of receipt of Title IV aid for the prior enrollments.
2. Must maintain a minimum cumulative passing grade of "C" or higher if specified by the program and as published by the institution. (CFR 668.34.)

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. There is no appeals process for financial aid satisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.

C. Remedial Courses - Any courses considered 'remedial' are included in the student's normal program of study and are included in the students SAP calculation.

D. Program Changes - Changes in program will not affect SAP because a student will then have a new program length and new payment periods.

E. 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. A student that receives transfer credit will have a maximum timeframe calculated based on the reduced program length.

F. Repeats

Program Repeats - 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.

Course Repeats - The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).

G. **Withdrawals** will not impact a student's satisfactory academic progress unless they return within

180 days.

Reentry within 180 days – A student who withdraws from a clock hour or credit hour non-term program and reenters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by ED, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under R2T4 rules. The repeated course grade will be counted along with the previously assigned grade. Repeated course hours will count toward total cumulative hours (pace of progression).

Reentry after 180 days and transfer students – Generally, you must calculate new payment periods for a clock hour or credit hour non-term program for:

\* A student who withdraws and then reenters the same program at the same institution after 180 days, or

\* A student who withdraws from a program and then enrolls in a new program at the same institution, or at another institution *within any time period*.

- H. **Maximum Time Frame** (this is for maximum timeframe only, cannot pay more than 100% of student's program length)

Students may continue to receive Title IV Financial Aid and State Aid at the pace of 75% or greater until they have been enrolled 133.3% of their scheduled hours.

For example: A full-time student enrolled in a 1296 hours (12 months) program progressing at a rate of 75% may take 1728 hours (16 months) to successfully complete the 1296 hours.

- I. **Notification**

Students will be notified of any evaluations that impact eligibility of Title IV aid.

**Note: Students receiving the Wilder-Naifeh Technical Skills Grant may not appeal unsatisfactory progress.**

## LEAVE OF ABSENCE (LOA)

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. An LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student, serious or 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.

The student must see the Student Services Office/Financial Aid Office to receive the LOA request form. The student must submit the written request in advance for a leave of absence unless an unforeseen circumstance prevents the student from doing so. The student's signed and dated request must include the reason for the request, beginning and ending dates for the leave and supporting documentation.

An approved LOA may be treated as a withdrawal for all other financial aid programs and enrollment. This may cause other financial awards to be recalculated and in some cases, the student may have to return funds already disbursed. These funds must be returned before the LOA can be approved.

The student may be required to complete a re-admission form and a new application for enrollment. The student will be re-admitted, as space is available upon completion of the LOA.

If the student's request for a Leave of Absence is denied, the student may appeal the decision to the

Institutional Review Panel (IRP).

**Military Mobilization of Eligible Students:**

Members of the United States Armed Services, National Guard, or Armed Forces Reserves receiving a WNTSG who are mobilized for active duty during a term that is already in progress shall be granted a personal leave of absence and shall not have their WNTSG eligibility negatively impacted. A student whose spouse, child, or parent is mobilized for active duty may also request a personal leave of absence. The same provision will apply in these situations.

The student must provide the Student Services Office/Financial Aid Office a copy of their military orders and complete a Leave of Absence request form. The student must also complete a re-admission form and a new application for enrollment when they return from active duty. The student may be re-admitted, as space is available upon completion of active duty.

The student's WNTSG eligibility will resume as if no break in enrollment has occurred as long as the student re-enrolls within one year following their return from the mobilization. The hours attempted during the term that the leave was granted would not be taken into consideration for purposes of determining satisfactory progress for determining future WNTSG eligibility.

**REFUNDS AND FINANCIAL AID**

Financial aid is considered to be used first for direct education costs- tuition and fees. Therefore, if a student withdraws and is scheduled to receive a refund of fees, all or part of this refund will be used to reimburse the financial aid programs from which the student received funds. Any student receiving financial aid will not receive a cash refund until all financial aid funds disbursed have been applied back to the respective accounts from which they were issued.

**RETURN OF TITLE IV FUNDS POLICY**

Return of Title IV Funds calculations apply for any student who:

- Withdraws up through the 60% point in each payment period, a prorated schedule is used to determine the amount of Title IV funds the student had earned at the time of withdrawal.
- Withdraws after the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive, however, the school must determine whether the student is eligible for a Post-withdrawal disbursement.
- Received or could have received a disbursement of Title IV Funds (Pell grants, SEOG, or Stafford Loan)

If both of the above conditions apply to the student, the institution will perform a Return of Title IV funds calculation in addition to the TBR Refund of Maintenance Fee and Technology Fee calculation.

**Step 1. Determine Amount of Title IV Aid Disbursed or that Could Have Been Disbursed**

In addition to aid disbursed, aid that could have been disbursed is used. Aid that could have been disbursed includes aid that legally could have been disbursed but was not. This would include situations where the school chooses to disburse in increments or chooses to delay disbursement.

**Step 2. Determine the Percentage of Title IV Earned by the Student**

Divide the clock hours scheduled to have been completed as of the last day of attendance in the payment

period by the total clock hours scheduled for the payment period.

If this percentage is greater than 60%, the student has earned 100% of the Title IV aid, proceed to Step 4.

If this percentage is less than or equal to 60%, proceed to Step 3.

### **Step 3. Determine the Amount of Title IV Aid Earned**

Multiply the percentage of Title IV aid earned from Step 2 times the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period from Step 1.

### **Step 4. Determine the Amount of Title IV Aid to be Returned or Disbursed**

Compare the amount of Title IV aid earned to the amount of Title IV aid that was disbursed for the payment period.

If the amount of Title IV aid earned is less than the amount of Title IV aid disbursed, the difference must be returned to the Title IV programs.

If the amount of Title IV Aid earned is greater than the amount of Title IV aid disbursed, the difference must be offered to the student as a post-withdrawal disbursement.

### **Step 5. Determine the Amount of Title IV Aid to be returned by the School**

Multiply the institutional charges for the payment period times the percentage of aid unearned. The school is responsible to return the lesser of the amount determined in Step 4 or Step 5.

*Note: Maintenance and Technology Access fees are always considered institutional charges no matter how they were paid.*

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

1. Pell Grant
2. FESOG

### **Step 6. Determine the Initial Amount of Title IV Aid to be returned by the Student**

Subtract the amount of Title IV aid due from the school from the amount of Title IV aid to be returned. (Amount from Step 5 minus amount from Step 4)

### **Step 7. Determine the Amount to be returned by the Student to Title IV Loans**

Subtract the amount that the school must return to loans from the net loans disbursed to the student to find the amount of Title IV loans the student is still responsible for repaying. Any amount to be returned to loan by the student is repaid according to the terms of the borrower's promissory note.

### **Step 8. Determine the Amount of Title IV Grant Funds to be returned by the Student**

1. Initial amount of Title Grant for student to return:  
Subtract amount from Step 7 from the amount in Step 6.
2. Amount of Title IV Grant protection:  
Multiply the total Title IV grant aid that was disbursed or could have been disburse for the period of enrollment by 50%
3. Title IV Grant Funds for student to return:  
Subtract the protected amount of Title IV Grants from the initial amount of Title IV Grants for the student to return.

The grant funds returned by the student are applied to the following sources, in order, up to the total amount disbursed from that grant program, after subtracting the amount the school will return.\*

1. Pell Grant
2. FSEOG

#### REPAYMENT OF TITLE IV FUNDS BY THE STUDENT TO THE DEPARTMENT OF EDUCATION

Within 45 days of notice, the student must make full payment of the amount owed to federal grants. During this initial 45 days, the student must make payment to the school. If the student does not make payment in full during the 45-day period, the student will lose eligibility for additional Title IV funds at any school.

After the 45-day period, the Tennessee College of Applied Technology Nashville will report the amount owed to the Department of Education and the student will be required to make payment arrangements with the Department of Education before being eligible to receive future Title IV assistance at any school.

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

#### APPLYING THE RETURN OF TITLE IV FUNDS POLICY AND THE TBR REFUND OF MAINTENANCE AND TECHNOLOGY ACCESS FEE POLICY

In most instances when a student has charged their maintenance and technology access fees to their Pell grant and withdraws prior to completing 60% of their scheduled hours for the payment period, the student will owe payment to the school. This will occur when the TBR policy determines that the school has earned a larger percentage of the fees than the Return of Title IV Funds calculation.

In these instances, the school will require payment of the difference from the student. A "HOLD" will be placed on the student's account until full payment is made to the school. The student will not be allowed to apply for re-admission, register for class, or receive official copies of transcripts until the outstanding balance on their account is paid.

**Examples of TBR refund calculations and Return of Title IV Funds calculations are available, upon request, from the Financial Aid Department.**

## **TENNESSEE BOARD OF REGENTS POLICIES (TBR) AND GUIDELINES FOR TCAT'S**

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Select Tennessee Board of Regents policies are located here for convenience, however, a complete listing of policies and guidelines may be found at <http://www.tbr.edu/policies/default.aspx?id=1166>.

### **I. General Statement**

A. It is recognized that instructional or "live work" projects enhance the vocational-technical training of TCAT students.

B. Instructional projects are those which:

1. When completed constitute a product; or
2. Involve repairing or providing maintenance service to a device; or
3. Involve the delivery of a personal service, such as in cosmetology programs.

C. To ensure that such projects are meaningful to the training program, they must be selected on the basis of their potential contribution in aiding students develop identified competencies. All such projects must be selected and scheduled in keeping with stated objectives of the instructional program.

### **II. Selection, Authorization, and Sources of Projects**

A. The Center Director is responsible for the selection and authorization of all school projects, except those involving construction of buildings, which shall require approval by the Chancellor.

1. The purchase of school projects must be consistent with the TBR purchasing policies and procedures (No. 4:02:10:00).
2. Where applicable, solicitation and acceptance of projects shall be subject to the TBR policy on solicitation and acceptance of gifts (Policy number 4:01:04:00).
3. The sources of individual projects may include those offered by students and staff of the TCAT, members of the schools advisory committees, personnel and institutions of the Tennessee Board of Regents System, retired persons, civic groups, governmental agencies, and non-profit organizations.
4. The Center Director may, upon consultation with the school advisory committee, authorize individual projects offered from other individuals and groups in the event appropriate projects are not available from the above sources.

B. An instructor shall be responsible for selecting and scheduling individual projects, which may be selected only from authorized categories.

1. No work may be performed on a project from a category that has not been authorized.
2. An instructor may give priority to a project belonging to a student, provided it meets established training objectives.

### **III. School Projects**

- A. The school shall bear the cost of parts, supplies, and materials for school projects.
  1. Acquisition of such parts, supplies, and materials shall be in accordance with the Tennessee Board of Regents purchasing policies and procedures (No. 4:02:10:00).
  2. In cases where competitive bidding is not feasible, appropriate documentation shall be maintained for audit purposes.
- B. The sale of completed school projects shall be in accordance with the Tennessee Board of Regents policy on disposal of surplus personal property (No. 4:02:20:00).

### **IV. Individual Projects**

- A. An approved agreement form must be completed by the appropriate instructor prior to initiating work on any individual project. An original of the agreement form shall be retained by the Center and a copy of the form provided to the individual or group for whom the work is being performed.
- B. In general, the owner of the project shall be responsible for providing the parts, supplies and materials for individual projects.
  1. The school may recommend sources where parts, supplies and materials may be acquired.
  2. The school should avoid recommending sole sources except in cases where other sources are not readily available.
- C. There are instances, however, where it is more feasible for the school to provide parts, supplies, and materials for individual projects; for example, weights for wheel balancing, refrigerant gas, etc.
  1. In such instances, the acquisition of the parts, supplies, and materials by the school shall be in accordance with TBR policy (No. 4:02:10:00), and the project owner shall be assessed a fee to recover the school's expenses.
    - a. The fee shall be consistent with a fee schedule approved by the Board.
    - b. The fee schedule shall be made available to project owners prior to completion of the project agreement form.
    - c. Payment of the fee is due upon completion of the project.
    - d. Fee payments will be received by authorized school staff, properly receipted, and deposited in accordance with the TBR policy on deposit and investment of funds (No. 4:01:01:10).

## **V. Agreement Forms**

- A. The Board staff will approve agreement forms to be used for individual instruction projects.

### Sources

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February 16, 1984, AVTS Sub-Council Meeting; February 14, 2002 Directors Meeting; May 21, 2002 Presidents Sub-Council Meeting.

## **TCATNashville Philosophy of Conflict Resolution**

It is the philosophy of the TCAT's 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 or office of Allied Health. The Student Services Coordinator or Allied Health 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 administrators attempted to resolve the issue, the student may appeal to the Director. The Director may discuss the matter with the student and the Coordinator, and any other personnel he/she feels appropriate. The Director will provide a decision to the student within five (5) days of receipt of the appeal.

The Student Complaint policy is in PDF format and will require Adobe's free [Acrobat Reader](#) to view and/or print.

## **Uniform Procedures for Grievances by Students at TCAT's : TCAT-023**

The purpose of this guideline is to provide a procedure through which students of the Tennessee Colleges 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.

### **I. Limitations on Scope and Use of Process**

- A. Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Discrimination & Harassment - Complaint & Investigation Procedure.
- B. Grade appeals should comply with the appropriate grade appeal process.
- C. 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.

- D. Appeals of traffic or parking citations should be processed as specified by each institution.
- E. 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.

## **II. Process**

- A. It is the philosophy of the TCATs 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.
  - 1. 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.
  - 2. If the student is not satisfied with how the Student Services Coordinator attempted to resolve the issue, the student may appeal to the Director within five (5) school days of receipt of the Students Services Coordinator's letter.
    - a. The Director may discuss the matter with the student and the Student Services Coordinator, and any other personnel he/she feels appropriate.
    - b. The Director will provide a written decision to the student within five (5) days of receipt of the appeal.
    - c. The Director's decision will be final.

### **Sources**

February 14, 2002 Director's Meeting, May 21, 2002 President's Sub-Council Meeting; Admin Change, February 27, 2008.

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## **Academic Retention and Readmission at the Tennessee Colleges of Applied Technology : 2-03-01-05**

Students at the Tennessee Colleges of Applied Technology are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. Toward those ends, the following retention procedures are specified.

### **I. Student Attendance**

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

- 1. A full-time student enrolled for a full term (72 days) and that has been absent for

more than 5.5% (24 hours) of the scheduled hours enrolled will be referred to Student Services for counseling. Counseling hours must be prorated for all part-time students and full-time students enrolled for less than a full term.

2. When a full-time student enrolls for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. Suspension hours must be prorated for all part-time and full-time students enrolled for less than a full term.
3. A student is considered tardy if not in the classroom at the designated time for class to start.
  - a. 5 tardies - documented warning by instructor
  - b. 6 tardies - documented probation by designated authority
  - c. 7 tardies - referred to Director
4. An attendance record for each student is maintained in the institution office.

## II. Student Progress

A. This policy provides minimum criteria for evaluating student achievement relating to identified occupational competencies, in compliance with this policy, to define retention standards of the institution.

B. Evaluations are recorded for each student at the end of 72 days of instruction that comprise a term. Those evaluations include the following scale of progress:

1. A = 93 – 100
2. B = 85 – 92
3. C = 77 – 84
4. D = 70 – 76
5. F = 0 - 69

C. The term grade report will reflect each student's progress in the following categories:

1. Skill Proficiency
2. Related Information
3. Worker Characteristics

D. A student must maintain a "C" or better average for the 72 day period of instruction.

E. Failure to do so will result in suspension at the end of the term.

### III. Readmission from Suspension

- A. The director may consider for readmission the applicant who has been suspended.
- B. Criteria that the director 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 his or her training objective.

### VI. Exceptions

- A. In individual cases of extenuating circumstances the director may make exceptions to suspension due to absences. Such exceptions should be fully documented.
- B. Additional retention standards for specific programs may be maintained by the school pursuant to accreditation or licensing requirements.

Source

TBR Meeting, September 30, 1983; Revised: TBR Meeting, June 30, 1989; Revised: TBR Meeting, September 29, 1995; TBR Meeting, September 22, 2000; Revised: TBR Meeting, September 30, 2005; Revised: TBR Meeting, September 29, 2006.

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## General Regulations on Student Conduct & Disciplinary Sanctions : 3-02-00-01

### I. Policy Statement

- A. Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times.
- B. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by nonstudents. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents ("TBR" or "the Board") has authorized the presidents of the institutions and directors of the colleges of applied technology under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
- C. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed the following regulations, which are intended to govern student conduct on the several campuses under its jurisdiction.
- D. Each institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent with, these regulations.

- E. In student discipline policies, each institution may expand on these regulations, subject to Board approval. In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.
- F. Students are responsible for compliance with the Rules of Student Conduct and with similar institutional policies at all times.
- G. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. Institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.
- H. These regulations, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.
- I. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.

## **II. Disciplinary Offenses**

- A. 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.
- B. 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.
- C. The list may include any appropriate offense given the specific needs of the individual institution, subject to prior review and approval of the Board.
- D. 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 by the Board:
  - 1. Conduct Dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a danger to any person's health, safety, or personal

wellbeing, including, but not limited to, the following:

- a. Physical and/or verbal abuse,
  - b. Threats and/or intimidation,
  - c. Harm inflicted on self.
2. 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;
  3. 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;
  4. 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:
    - a. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
    - b. 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,
    - c. 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;
  5. 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;
  6. Theft, Misappropriation, or Unauthorized Sale of Property;
  7. 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;

8. 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;
9. 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;
10. 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;
11. 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;
12. 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;
13. 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;
14. Gambling. Unlawful gambling in any form;
15. 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;
16. 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;
17. Failure to Cooperate with Institutional Officials. Failure to comply with directions of

institutional officials acting in the performance of their duties;

18. Violation of General Rules and Regulations. Any violation of the general rules and regulations 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;
19. 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;
20. Violations of State or Federal Laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;
21. 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;
22. Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;
23. 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), 5:01:02:00, 2:02:10:01 and TBR Guideline P-080;
24. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
  - a. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
  - b. 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,
  - c. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
25. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for an institutional facility without proper authorization;
26. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
27. 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;

28. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:
- a. Use of another person's identification to gain access to institutional computer resources,
  - b. 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,
  - c. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
  - d. Unauthorized transfer of a computer or network file,
  - e. Use of computing resources and facilities to send abusive or obscene correspondence,
  - f. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
  - g. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
  - h. Violation of any published information technology resources policy,
  - i. Unauthorized peer-to-peer file sharing;
29. 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;
30. 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;
31. 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;

32. Smoking Violations. Violation of any TBR and/or institutional smoking or other tobacco use rules or policies.

- E. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at an institution governed by the State Board of Regents for any academic period.
- F. 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.
- G. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction.
- H. 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.

### **III. Academic and Classroom Misconduct**

- A. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.
- B. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.
- C. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
- D. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in

maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

#### **IV. Disciplinary Sanctions**

A. Institutions shall adopt and publish a policy, providing notice of potential disciplinary sanctions applicable to both individuals and organizations. The policy may include any appropriate sanction, given the specific needs of the individual institution, subject to prior review and approval of the Board. Institutions are preauthorized to implement any or all of the sanctions, in the form set forth in sub-section (2) below, without need for prior review or approval by the Board. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these regulations, institutional disciplinary policies, or the general policies of an institution, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution or school officials.

##### B. Definition of Sanctions:

1. 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;
2. 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;
3. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these regulations and provides notice that that any further violation(s) may result in more serious penalties;
4. 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);
5. 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;
6. 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;
7. 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;

8. 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;
9. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. 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 regulations 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;
10. 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;
11. 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;
12. Revocation of Admission, Degree, or Credential;
13. Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim 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;
14. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to these regulations as well as institutional housing regulations. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s);
15. Housing Suspension and Forfeiture. A resident suspended from housing may not

reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record.

- C. The president/director of each institution is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

## **V. Traffic and Parking**

- A. General: Institutions governed by the TBR shall adopt institutional policies governing traffic and parking on their respective campuses. The purpose of these regulations shall be to facilitate the orderly and efficient flow of traffic on those campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies enacted in compliance with this rule shall be subject to prior review and approval of the TBR. Once adopted, such policies shall be published, at least annually, and, as appropriate, through signage, traffic/parking handbooks, student/faculty handbooks and institutional websites.
- B. Registration of Automobiles/Permits/Decals: TBR institutions shall adopt policies regarding the registration of vehicles and/or the issuance of decals and/or permits on campus, and/or the alternate use of campus access fees in lieu of registration of individual vehicles for the purpose of effective enforcement of campus traffic and/or parking regulations. Reasonable fees/costs may be assessed in association with the vehicle registration, permit, or decal issuance process. Any fees/costs associated with registration of vehicles or the issuance of permits/decals, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.
- C. Parking: TBR institutions shall adopt policies with regard to parking on institution owned, operated, or controlled sites. Those policies shall reflect the physical availability and limitations of parking facilities at institution owned, operated, or controlled sites. TBR institutions are further authorized to adopt appropriate parking zones or designated parking systems for faculty, staff, students, residents of campus housing, visitors, and other appropriate groups. Institutions may also establish a schedule of hours for enforcement for parking regulations at their various campus sites. Reasonable fees/costs may be assessed in association with the issuance of parking decals or passes as set forth in section (2) above. Any fees/costs associated with parking permits/decals, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.
- D. Traffic: TBR institutions shall adopt policies with regard to motor and other vehicular traffic on institution owned, operated, or controlled sites. Those policies shall reflect the nature of traffic patterns, roads, and physical limitations of the particular institution owned or controlled site. TBR institutions are further directed to adopt and publish a traffic code

reflecting the traffic rules and offenses for that institution's sites. Such violations may include, but are not limited to, all traffic offenses provided under state, county, or municipal ordinance applicable to the locality of each institutional site. Adoption of such policies shall be subject to prior review and approval by the TBR. Once adopted or amended all traffic and parking regulations shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

- E. Fines/Penalties: TBR institutions shall have the authority to adopt appropriate fines and/or disciplinary sanctions for violations of the traffic and parking regulations established pursuant to sections (3) & (4) above. Fines may be set as determined necessary at each institution, but shall not exceed the amounts provided for by the higher of state law, county, or municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the TBR, pursuant to the requirement set forth in TBR policy. Proposed fines shall be submitted to the TBR together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic/parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
- F. Appeals: Institutions shall establish an appropriate system of due process associated with any traffic/parking codes or fines, consistent with the due process requirements set forth in TBR System wide Rule 0240-02-03-.06 below, wherein persons cited for violation of institutional traffic/parking regulations may contest their citations. Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of such matters.

## **VI. Disciplinary Procedures**

- A. General: Institutions governed by the TBR, in the implementation of TBR regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. In furtherance of this mandate, all TBR institutions shall enact policies setting forth the disciplinary procedures for the institution. All such policies shall be enacted in compliance with this rule, TBR Policy 3:02:01:00, applicable state and federal law. All policies adopted pursuant to this rule shall be subject to prior review and approval by the Board of Regents. Once adopted or amended, all disciplinary procedures shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
- B. TUAPA: All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), 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. These procedures shall be described in the institution's policy.

- C. Institutional Procedures: For matters not subject to the requirements of TUAPA, each institution shall include in its policies a description of the procedures applicable at each level of a student/organizational misconduct, student housing violation or traffic/parking violation proceeding, including procedures for the initiation, investigation, resolution and/or prosecution of a violation applicable at each level, including appeal(s). This policy shall also set forth minimum requirements for advance notice of charges/violations as well as the time, date, and place for any procedure or hearing.
- D. Institutional Hearings: For matters not subject to the requirements of TUAPA, institutions shall establish a body or bodies, with authority to hear student/organizational misconduct, student housing violations, or traffic/parking violations. Such body may be constituted as determined by the institution and may consist of one (1) individual or a committee. Authority may be vested in a single entity or in separate bodies.
- E. Minimum Requirements of Due Process for Institutional Hearings: Institutional hearing bodies and procedures governing discipline in cases of student/organizational misconduct, student housing violations and/or traffic/parking violations may be structured in any manner deemed appropriate given the organizational structure of the individual institution, but shall include the following minimal procedural components:
  - 1. The student shall be advised, in writing, of the breach of regulation(s) of which she/he is charged;
  - 2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation;
  - 3. The student shall be advised of 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 student shall be advised of 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.
- F. Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted

for imposition of the interim suspension.

- G. Alternative Resolution Procedures: Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.
- H. The president /director of each institution is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

### **Sources**

TBR Meetings, December 2, 1977; March 3, 1978; March 18, 1983; September 30, 1983; TBR Board Meeting, March 29, 2012

## **Discrimination & Harassment - Complaint & Investigation Procedure : P-080**

The purpose of this Guideline is to supplement Board Policies 2:02:10:01 and 5:01:02:00 relative to the orderly resolution of complaints of discrimination or harassment 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 related to the institutions, and office of the Tennessee Board of Regents.

### **I. Introduction**

- A. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth.
  - 1. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment.
  - 2. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to Section V.B of this Guideline, and the conduct has a reasonable connection to the institution.
- B. All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.
  - 1. Using the procedures outlined in Section V below, supervisory employees must promptly report, to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally.
  - 2. Failure to do so may result in disciplinary action up to and including termination.
- C. All faculty members, students and staff are subject to this Guideline.
  - 1. Any faculty member, student or staff found to have violated this Guideline by engaging in

behavior constituting discrimination or harassment will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

- D. All faculty and staff members are required to cooperate with investigations of alleged discrimination or harassment.
  - 1. Failure to cooperate may result in disciplinary action up to and including termination.
  - 2. Students are also required to cooperate with these investigations; failure to do so may result in disciplinary action up to and including expulsion.
- E. Because the courts have imposed strict obligations on employers with regard to discrimination and harassment, institutions must take measures to periodically educate and train employees regarding conduct that could violate this Guideline.
  - 1. All employees, including faculty members, are expected to participate in such education and training.
  - 2. All faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment.

## **II. General Statement**

- A. It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to;
  - 1. Executive Order 11246, as amended;
  - 2. The Rehabilitation Act of 1973, as amended;
  - 3. The Americans with Disabilities Act of 1990, as amended;
  - 4. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
  - 5. The Equal Pay Act of 1963, as amended;
  - 6. Titles VI and VII of the Civil Rights Act of 1964, as amended;
  - 7. Title IX of the Educational Amendments of 1972, as amended;
  - 8. The Age Discrimination in Employment Act of 1967;
  - 9. The Age Discrimination Act of 1975;
  - 10. The Pregnancy Discrimination Act;
  - 11. The Genetic Information Nondiscrimination Act of 2008; and
  - 12. Regulations promulgated pursuant thereto.
- B. The Board of Regents will promote equal opportunity for all persons without regard to 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.

- C. Campuses and the Central Office affirm that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will they tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law.
- D. Similarly, the campuses shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program 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, or any other category protected by federal or state civil rights law.

### **III. Discrimination and Harassment**

A. Discrimination - Discrimination may occur by:

- 1. Treating individuals less favorably because of their 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, or any other category protected by federal or state civil rights law; or,
- 2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

B. Harassment – based on a protected class

- 1. Harassment is conduct that is based on a person's 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, or any other category protected by federal or state civil rights law that;
  - a. Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment;
  - b. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
  - c. Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.
- 2. Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee's national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person's religion or religious garments,

offensive graffiti, cartoons or pictures, or offensive remarks about a person's age.

3. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.
- C. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following;
1. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;
  2. Promising a work-related benefit or a grade in return for sexual favors;
  3. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments;
  4. Sexual innuendoes, comments, and remarks about a person's clothing, body or activities;
  5. Suggestive or insulting sounds;
  6. Whistling in a suggestive manner;
  7. Humor and jokes about sex that denigrate men or women;
  8. Sexual propositions, invitations, or pressure for sexual activity;
  9. Use in the classroom of sexual jokes, stories, remarks or images in no way or only marginally relevant to the subject matter of the class;
  10. Implied or overt sexual threats;
  11. Suggestive or obscene gestures;
  12. Patting, pinching, and other inappropriate touching;
  13. Unnecessary touching or brushing against the body;
  14. Attempted or actual kissing or fondling;
  15. Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion;
  16. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one's actual or perceived sexual orientation, gender identity/expression.
    - a. The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment. Campus policies may delineate additional

examples.

- b. Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this Guideline.

1. Complainant must be notified of his/her right to file a criminal complaint.

#### **IV. Consensual Relationships**

- A. Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations.
  1. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.
  2. Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest.
  3. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student's academic committees; or by terminating the relationship at least while the student is in his/her class.
  4. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority.
    - a. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

#### **V. Procedures**

- A. General
  1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, "the Complainant") as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent.
  2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have on-campus legal counsel, that office must be consulted. Hereinafter, references to "Legal Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.
  3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation.

- a. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation.
    - b. Legal Counsel should be contacted before any immediate action is taken.
  4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this Guideline, Board policy, and federal law.
- B. Filing Complaints
1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the Investigator") responsible for compliance with this Guideline.
  2. Complaints must be brought within 365 days of the last incident of discrimination or harassment.
    - a. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
    - b. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.
  3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. Exhibit 1 is a sample complaint form.
    - a. The complaint shall be signed by the Complainant.
    - b. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated and appropriate action taken.
    - c. Complaints made anonymously or by a third party must also be investigated to the extent possible.
  4. If the complaint does not rise to the level of discrimination or harassment, the Investigator may dismiss the complaint without further investigation after consultation with Legal Counsel.
    - a. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.
- C. Investigation
- a. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the

investigation will be under the direction of Legal Counsel.

- b. All investigatory notes and documents shall be attorney work product.
  - c. The Investigator shall notify the President/Director that an investigation is being initiated.
2. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the President/Director will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline.
  - a. When the allegation of harassment is against the President/Director of the institution, the EEO/AA Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.
3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline.
  - a. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions' student disciplinary procedures.
4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and T.C.A. § 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.
5. Investigation of complaints against employees of a Tennessee College of Applied Technology (TCAT) shall be initiated by the Vice Chancellor for Tennessee Colleges of Applied Technology or his/her designee.
  - a. In certain circumstances, the lead institution for the TCAT may be asked to conduct the investigation.
  - b. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel.
  - c. The TCAT Directors are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
6. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
  - a. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview.
  - b. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent.
  - c. The purpose of the investigation is to establish whether there has been a violation of the

Guideline.

- d. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.
7. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties.
- a. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed.
  - b. Information may need to be revealed to the Respondent and to potential witnesses.
  - c. However, information about the complaint should be shared only with those who have a need to know about it.
  - d. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.
  - e. A Complainant may be informed that if he or she wants to speak privately and in confidence about discrimination or harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.
  - f. Additionally, the Complainant shall be given assurances that measures will be taken against the Respondent should there be retaliation against him or her.
  - g. Retaliation is prohibited and should be reported to the investigator immediately.
  - h. Allegations of retaliation must also be investigated pursuant to the procedure set out in this Guideline.
8. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint.
- a. The Respondent may respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator's notification.
9. If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.
10. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.
11. At any time during the course of the investigation, the Investigator may meet with both the

Complainant and the Respondent individually for the purpose of resolving the complaint informally.

- a. Either party has the right to end informal processes at any time.
  - b. Mediation will not be used in cases involving sexual assault.
  - c. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by Legal Counsel, shall be submitted to the President/Director.
12. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review.
- a. Each report shall outline the basis of the complaint, including the dates of the alleged occurrences, the response of the Respondent, the findings of the Investigator, whether there were any attempts made to resolve the complaint informally, a determination of whether there was a violation of the Guideline, and recommendations regarding disposition of the complaint.
  - b. After review and approval by Legal Counsel, the report shall be submitted to the President/Director within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline.
  - c. If the complaint involves a college of applied technology, a copy of the final report should also be sent to the Vice Chancellor for Tennessee Colleges of Applied Technology.
  - d. No working papers, statements, etc. generated in the investigation should be attached to the report.
  - e. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.
13. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline.
- a. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure.
  - b. It should also be noted that conduct which does not rise to the level of legally actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.
14. The President/Director shall review the Investigator's report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the

appropriate resolution should be.

- a. After the President/Director has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the Complainant and the Respondent with a copy of the determination, along with a copy of the Investigator's report.
15. If the investigation reveals evidence that a violation of the Guideline has occurred, the President/Director must take immediate and appropriate corrective action.
- a. Such action may include meeting with the Respondent and/or the Complainant and attempting to resolve the problem by agreement, except in the case of sexual assault.
  - b. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.
16. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel.
- a. However, copies of the President's/ Director's determination, the Investigator's report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus.
  - b. This file shall be maintained in a location designated by the President.
  - c. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent's personnel or student record, as appropriate.
    1. Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.
    2. Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.
    3. If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.
17. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.
- a. Appeal of Decision
1. Because TBR institutions are committed to a high quality resolution of every case, each institution must afford the Complainant and Respondent an opportunity to appeal the President's/Director's decision concerning Respondent's responsibility for the alleged conduct.
- a. The appeal process shall consist of an opportunity for the parties to provide

information to the institution's attention that would change the decision.

- b. The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President/Director unless the President/Director determines, in his/her sole discretion, to allow an in-person appeal.
2. The institution shall provide written notice of the appeal process to the parties at the time that the parties are advised of the outcome of the investigation.
3. Either party may send a written appeal to the President/Director within ten (10) working days, absent good cause, of receipt of the President's/Director's determination.
  - a. The appealing party(ies) must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
  - b. Failure to do so may result in a denial of the appeal.
4. The President/Director will issue a written response to the appeal as promptly as possible. This decision will constitute the institution's final decision with respect to President's/Director's determination.

#### **VI. Other Applicable Procedures**

A. If the President's/Director's decision includes disciplinary action, the procedures for implementing the decision shall be determined by the applicable policies relating to discipline (e.g., employee grievance/complaint procedure, student disciplinary policies, and academic affairs policies).

#### **VII. Other Available Complaint Procedures**

- A. An aggrieved individual may also have the ability to file complaints with external agencies such as the Equal Employment Opportunity Commission (EEOC), the Tennessee Human Rights Commission (THRC), the Office of Civil rights (OCR), and the courts.
  1. Please note that the deadlines for filing with external agencies or courts may be shorter than the deadline established for filing a complaint under this Guideline.
  2. Examples of shorter deadlines include, but are not limited to 180 days to file a complaint under Title VI & Title IX, as well as 300 days to file a complaint under Title VII.

#### **Exhibit 1 - Discrimination Complaint Form**

#### Sources

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Presidents Meeting: November 14, 1984 and November 16, 1984 AVTS Sub-Council meeting; August 16, 1988; February 14, 1989; November 10, 1992; August 13, 1996; February 13, 2001; August 16, 2005; November 8, 2005; February 13, 2008; February 14, 2012.

#### **Student Due Process Procedure : 3-02-01-00**

The purpose of this policy is to establish student due process procedures for Tennessee Board of Regents institutions.

### **I. Due Process**

- A. Institutions governed by the State Board of Regents, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.
- B. If, in accordance with the institution regulations governing discipline in cases of student social misconduct, a hearing is requested, the following minimal procedures will be observed:
  - 1. The student shall be advised of the time and place of the hearing.
  - 2. The student shall be advised of the breach of regulations of which or she he is charged.
  - 3. The student shall be advised of the following rights:
    - 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.
  - 4. The student shall be advised of the method of appeal.

#### **Sources**

TBR Meetings, August 17, 1973; September 30, 1983

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### **Fees and Refunds : TCAT-080**

This guideline compliments and implements provisions of Guideline B-060 (Fees, Charges and Refunds), relative to the TCATs. All provisions of B-060 shall otherwise remain in effect for the TCATs. The purpose of the following provisions is to ensure uniform administration of fees and refunds at the TCATs, and to establish related procedures between the TCATs and Lead Institutions.

### **I. Fee Assessment**

- A. The amount of fees assessed to a student should be determined by an individual other than the one who collects the fees.
  - 1. Fees assessed shall be in accordance with the current Fee Schedule approved by the Tennessee Board of Regents.
  - 2. Fee schedules shall be made readily available to students and prospective students

through the use of bulletin boards, advertisements and school publications.

3. The fee assessment shall be as follows:
  - a. Regular Students
    1. All students, whether residents or non-residents, shall pay the appropriate fees based upon the number of hours the student is scheduled to attend in the term.
    2. Students who enroll concurrently in two or more programs/classes will be assessed fees appropriate to the number of hours scheduled to attend in each program/class.
  - b. Secondary Students (Public Schools)
    1. The TCAT will negotiate the appropriate fees with each local public school system for secondary students enrolling at the TCAT.
  - c. Secondary Students (Non-Public Schools)
    1. Students enrolled in state-recognized home schools or private schools will be assessed fees in accordance with the current fee schedule.
  - d. Special Industry Students
    1. Students shall not be individually assessed fees for special industry training.
    2. All charges will be made to the receiving industry(s) and shall be credited to the school's appropriate Grants and Contracts revenue account.

## **II. Fee Collections**

- A. Payment of Fees
  1. Before any student is counted as enrolled, fees must be paid.
  2. Maintenance fees may be waived only in accordance with TBR Guideline B-060.
  3. After a student has properly completed the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule.
  4. Fees shall be paid according to provisions provided in Policy No. 4:01:03:00 with the students being furnished a pre-numbered receipt.
- B. Depositing of Fees
  1. After payments for fees are made, the individual collecting the fees will prepare a report of students' names and fees collected at the end of the collection period and present the

report and fees to the assigned individual in the school's business office.

2. The assigned individual in the business office shall accept the fees and sign report verifying the accuracy of the count.
3. The individual collecting the fees shall receive a copy of the verified report as a receipt.
4. Fee collections shall be deposited in accordance with TBR Policy 4:01:01:10 by the TCAT staff into the local depository account established for the TCAT.
5. A copy of the report detailing student names and fees collected, accompanied by a copy of the deposit slip shall be transmitted to the business office of the Lead Institution.

C. Bad Check Collections

1. A student paying enrollment fees with a check that is dishonored must redeem the check within ten (10) calendar days from receipt of the notice.
2. Notice should be sent by the TCAT to the student no more than three (3) working days from receipt of notice of a bad check from the bank. Notice by certified mail is optional.
3. The TCAT will have five (5) working days after the expiration of the ten (10) calendar days to pursue any additional collection efforts deemed necessary.
4. Immediately after the five (5) working days, the student will be deleted if the check has not been redeemed in full.
5. If the student pays the bad check within the allotted time period, he/she will be assessed a return check fee in accordance with TBR Guideline B-060 in addition to his/her fee payment.
6. Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.

### **III. Refunds of Fees**

A. Eligibility for Refunds

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

B. Calculation of the Refund

1. Full Refund:

- a. 100% of fees will be refunded for classes cancelled by the school.
- b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
- c. 100% of fees will be refunded in the case of death of the student during the term.

2. Partial Refunds

- a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
- b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
- c. No refund may be permitted after 20% of the class hours has been completed.

C. Processing of Refunds

1. The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards.

- a. Refunds, when due, will be made without requiring a request from the student.
- b. Refunds, when due, will be made within 30 days of the last day of attendance when the student has informed the institution in writing prior to withdrawal.
- c. If the student drops out without notice to the institution, the refund will be processed 30 days from the date the institution terminates the student or determines withdrawal by the student. All refunds, however, must be made within 60 days of the student's last day of attendance.
- d. Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.
- e. An update will be made to the accounting system by the TCAT or Lead Institution with a transaction resulting in the reduction of revenues from the appropriate fee account.

**IV. Other Fee and Charge Considerations**

- A. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. The amount charged to or paid by the third party is credited to the

appropriate Grants and Contracts and/or fee revenue account.

- B. Fees established for general interest classes and activities shall be sufficient to cover the total cost incurred in providing instruction.
- C. Agreements with public school systems to provide instruction to secondary students will include a provision to outline the specific fee(s) negotiated with the local school systems.

Sources

AVTS Director's Meeting-August 15, 1985. Revised AVTS SubCouncil Meeting, May 14, 1987; Presidents' Meeting May 21, 1987. Revised AVTS SubCouncil Meeting, January 18, 1989; Presidents' Meeting, February 14, 1989. Revised Presidents' Meeting, November 9, 1994. Directors Meeting February 14, 2002; Presidents Sub-Council May 21, 2002; Presidents' Sub-Council Meeting August 16, 2005; TTC Directors' Sub-Council Meeting August 17, 2005; Presidents' Meeting May 16, 2006; Presidents Meeting August 17, 2010.

### **Student Scholarships, Grants, Loans & Financial Aid Programs at Tennessee Colleges of Applied Technology : 3-04-01-01**

This policy covers the establishment of and participation in student scholarship and financial aid programs by Tennessee Colleges of Applied Technology.

#### **I. Federal, State and Private Financial Aid, Loan, and Scholarship Programs**

- A. All schools are hereby authorized to participate in any private, federal, or state programs providing financial aid, loans, scholarships, grants, and other forms of educational assistance to students. Schools must meet the eligibility requirements for participation and comply with all federal and state laws and regulations related to said programs.
- B. In participating in educational assistance programs, schools shall comply with anti-discrimination laws. Schools may participate in privately funded educational assistance programs which provide preference on the basis of race, color, creed, sex, handicap, age, religious preference, veteran's status, or national origin in the selection of students or awards to students, but only where the aggregate of all such participation is non-discriminatory. Schools may participate in any educational assistance program provided by the federal government or the State of Tennessee for affirmative action or desegregation purposes.

#### **II. Schools Scholarships and Grant Programs**

- A. General Parameters
  - 1. State appropriations shall be expended or applied only to desegregation grants.
  - 2. Each school is authorized to employ students under local work programs.
  - 3. Schools may award scholarships and grants, in any of the programs listed below in Section II. C., to students who are full-time, part-time, out-of-state, or Tennessee residents.
  - 4. The maximum amount of an individual academic scholarship or grant awarded for any one term shall be the amount of the maintenance fees for the term plus an allowance for books and supplies. The maximum books and supplies allowance shall be commensurate with the book and supply allowance component of the standard student budget compiled by the

school's financial aid office. The maximum amount that may be awarded to any individual during a single fiscal year shall not exceed the total amount of combined fees and book allowances defined herein. For the purpose of this policy, maintenance fees shall be defined as all mandatory fees payable by a student for continued enrollment at the school. The maximum amount awarded to a part-time student shall be prorated based on the number of hours for which the student is enrolled. Refunds shall be handled in accordance with TBR refund policy outlined in TBR Guideline TCAT-080. The provisions of this section do not apply to privately funded scholarships or grants.

5. Each school shall establish specific criteria and guidelines for administration of the scholarships and grant programs listed below in Section IIC. Such criteria must meet the minimum limitations set forth in this policy. The written procedures implementing this policy and all requirements for eligibility, maintenance, and renewal shall be approved by the Vice Chancellor for Colleges of Applied Technology prior to implementation and shall be published in the school's student handbook.

B. Funding Sources for Scholarships and Grant Programs

1. Academic Scholarships and School Grants may be funded by a maximum of 10% of the maintenance fees received by the school in any one year. An exception to this limitation may be made upon approval by the Chancellor and subsequent approval of the budget by TBR.
2. Desegregation Grants shall be funded by state funds and may be supplemented by other campus revenue sources.

C. Scholarships and Grant Programs

1. Academic Scholarships

- a. Academic scholarship awards shall be limited to students who graduated from high school with a minimum high school average of B or the equivalent. Awards to GED students shall be based upon evidence of comparable scholastic ability. Schools may make exception to the requirements of this paragraph when admitting students who have not attended high school for at least two years.
- b. Awards of academic scholarships shall be made on a school term basis and may be continuous for the length of the training program, provided the student maintains a minimum B grade average and minimum school attendance requirements.

2. School Grants

- a. School grants may be provided for meeting affirmative and minority recruitment goals.
- b. School grants may be provided for assisting handicapped, physically disadvantaged, and economically disadvantaged students.

Sources Approved December 11, 1992 Tennessee Board of Regents' Meeting; Revised: TBR Meeting, September 30, 2005.

## TBR SENIOR STAFF

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Wendy Thompson, Vice Chancellor of Access & Diversity  
Dr. Trisitan Denley, Interim Vice Chancellor for Academic Affairs  
Dale Sims, Interim Vice Chancellor Business & Finance  
James King, Vice Chancellor for Tennessee Colleges of Applied Technology  
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## Integrated Postsecondary Education Data

<b>Institution Name:</b> Tennessee College of Applied Technology Nashville		<b>Institution Type:</b> College
<b>Address:</b> 100 White Bridge Rd Nashville, TN 37209	<b>General information:</b> (615) 425-5500 <b>Financial aid office:</b> www.tcatnashville.edu/financial-aid <b>Admissions office:</b> www.tcatnashville.edu/admissions- information	<b>IPEDS ID:</b> 248925

### Characteristics

<b>Description:</b>	Public, 2-year
<b>Certificates offered:</b>	Less-than one year, One but less than two years, Two but less than four years
<b>Enrollment</b>	894
<b>Total enrollment:</b>	
<b>Undergraduate enrollment:</b>	894
<b>Percent of Undergraduate enrollment by gender</b>	
Men:	56.7%
Women:	43.3%
<b>by race/ethnicity</b>	
American Indian or Alaskan Native:	0.8%
Asian:	3.2%
Black or African American:	33.5%
Hispanic/Latino:	7.3%
White:	51.7%
Two or more races:	1.3%
Race/ethnicity unknown:	0.6%
Non-resident alien:	1.7%

(Enrollment data Fall 2014)

### Financial Program prices for full-time students

Tuition & fees	2014-15	2013-14	2012-13
<b>Books and supplies</b>	\$3,726	\$3,477	\$3,447
<b>Off-campus</b>	\$2,755	\$2,594	\$2,487

Room and board			
Other expenses	\$4,466	\$4,400	\$4,323
<b>Off-campus with family</b>			
Other expenses	\$3,619	\$3,784	\$4,642

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