



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— KNOXVILLE —

Institutional Catalog and Student Handbook 2017–2018

Table of Contents

AA/EEO Statement	3	Discrimination and Harassment	31
History, Mission and Purpose	4	Student Disciplinary Policy	33
Accreditation and Governance	4-5	Sexual Discrimination, Harassment and Misconduct Policies	43-49
Reporting Fraud and Waste	5	Discrimination and Harassment Policy	51-57
Staff and Faculty	6-9	Limited English Proficiency	57-58
Limitations and Reservations	10	Financial Aid and Eligibility	60
Admission Requirements	10-12	Financial Aid Rights/Responsibilities of Recipients	60-61
Admissions of Foreign Non-Immigrants	13	Financial Aid Availability	61-62
Ability-to-Benefit	13	Financial Aid Application Information	
Class Schedule	13	Retention of Wilder-Naifeh Technical Skills Grant	63
Academic Calendar	14	Financial Aid Verification, Awards, and Judgment	63-64
Technology Foundations	15	Financial Aid Academic Year and Payment Periods	64-66
Tuition and Fees	15-16	Financial Aid Disbursement	66
Refund Policy and Registration	17	Financial Aid Satisfactory Progress	68-69
The Family Educational Rights and Privacy Act	18-19	Financial Aid Withdrawals and Re-entry	69
Selective Services	20	Wilder-Naifeh Leave of Absences (LOA)	69-70
Student Services & Services for Students with Disabilities	20-21	Wilder-Naifeh and Military Mobilization	70
Transcript Requests	21	Financial Aid Return of Title IV Funds	70-71
Unscheduled School Closures	21	Outside Agency Assistance & Veterans Assistance	71-72
Voter Registration	21	Full-Time Programs Information and Structure	
Veterans with Previous Training	21-22	Administrative Office Technology	74
Co-op Opportunities	22	Automotive Technology	75
Insurance and Bookstore	22-23	Collision Repair Technology	76
Messages and Phone Calls	22	Computer Information Technology	77
Student Appearance and Conduct	22	Cosmetology	78-79
Housekeeping	22	Dental Assisting	80
Minors on Campus & Safety	22	Diesel Powered Equipment Technology	81
Parking and Smoking Policies	23	Heating, Ventilation, Air Conditioning and Refrigeration	82
Computers, Internet & Cell Phones	23-24	Industrial Electricity	83
Diplomas, Certificates and Exit Interview	24	Industrial Maintenance/Mechatronics	84
Articulation & Graduation	24	Machine Tool Technology	85
Transfers from Other Institutions or Programs	24	Manicuring	86
National Technical Honor Society & SkillsUSA	25	Medical Assisting	87
Reporting Criminal Actions & Emergencies	25	Medical Office Information Technology	88
Campus Security Act and Crimes Reported	26	Nursing Aide	89
Drug-Free Campus/Workplace & Drug Prevention	26-27	Pipefitting and Plumbing Technology	90
Federal Drug Trafficking Penalties	27	Practical Nursing	91
Alcohol Abuse	27	Surgical Technology	92
Violence Against Women	27-28	Truck Driving	93
Student Attendance Policy	28-29	Welding Technology	94
Student Progress	29	Acknowledge of Receipt of Policies	95
Grievance Procedure and Withdrawal Policy	30		

MAIN CAMPUS:

1100 Liberty Street
Knoxville, Tennessee 37919
Phone (865) 546-5567 Fax (865) 971-4474
www.tcatknoxville.edu

ANDERSON COUNTY CAMPUS:

Tennessee College of Applied Technology Knoxville at Anderson County
3310 Andersonville Highway
Andersonville, Tennessee 37828

INSTRUCTIONAL SERVICE CENTERS:

Oak Ridge High School
1450 Oak Ridge Turnpike
Oak Ridge, TN 37830

Pellissippi State Community College – Strawberry Plains
7201 Strawberry Plains Pike
Knoxville, TN 37914

Tennessee College of Applied Technology Knoxville is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Director of the Tennessee College of Applied Technology Knoxville, 1100 Liberty Street, Knoxville, TN 37919, 865-546-5567, kasey.vatter@tcatknoxville.edu.

Additionally, the Tennessee College of Applied Technology Knoxville's Title IX Coordinator, designated to monitor and oversee Title IX complaints, may be contacted at: Tennessee College of Applied Technology Knoxville, 1100 Liberty Street, Knoxville, TN 37919, 865-546-5567, kasey.vatter@tcatknoxville.edu.

HISTORY

State Area Vocational-Technical Schools were established as a statewide system by action of the Tennessee General Assembly in compliance with the Federal Vocational Act of 1963.

The Tennessee College of Applied Technology Knoxville was founded in 1966 by the State Board of Education. The Knoxville school was operated by the Knoxville City School System under contract with the Tennessee Board of Education from 1966 - 1984, when the operation was assumed by the Tennessee Board of Regents.

The Tennessee College of Applied Technology Knoxville has served thousands of area citizens and the local community by providing job training and placement.

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.

Purpose and Objective

The objectives of the programs offered by the Tennessee Colleges of Applied Technology are to:

- Give students the opportunity to acquire marketable skills for entry into the labor market, or upgrade present skills and knowledge of persons already employed.
- Incorporate appropriate work habits and attitudes into the occupational program.
- Meet the present and anticipated needs of the business and industrial community.
- Meet student needs by utilizing open-entry enrollment.
- Permit students to begin on an individual level. Pace and progress will be measured against the curriculum's customary hours, and students will exit when specified competencies are met. Instructional methods are individualized and competency-based.

ACCREDITATION

All Tennessee Colleges of Applied Technology hold membership in the accrediting commission of the Council on Occupational Education (COE) and are accredited by this agency.



Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898
WATS: 1-800-917-2081
Fax: 770-396-3790

GOVERNANCE

Tennessee College of Applied Technology (TCAT) Knoxville is one of 40 institutions in the Tennessee Board of Regents (TBR) system, the seventh largest system of higher education in the nation. The TBR is the governing board for this system, which is comprised of thirteen community colleges and twenty-seven TCATs. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Tennessee Board of Regents
1 Bridgestone Park, Third Floor
Nashville, TN 37214 (615) 366-4400

Reporting Fraud or Waste

State law requires all public institutions of higher education to provide a means by which students, employees, or others may report suspected or known improper or dishonest acts. In addition, the Tennessee College of Applied Technology Knoxville (TCAT) is committed to the responsible stewardship of our resources.

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

STAFF

Administration

- Dwight Murphy, President
- Kasey Vatter, Assistant Director
- Patrick Wade, Assistant Director
- Cindy Eckert, Finance/HR Coordinator
- Linda Hafley, Director of Medical Programs
- Jerry Hodge, Compliance/Curriculum Coordinator

Student Services Department

- Yolanda Williams, Student Services Coordinator
- Misty West, Student Services Counselor
- Harold Edwards, Student Services Industrial Liaison/Counselor
- Nick Forrester, LEAP Coordinator
- Lakita Curtis, Recruiter/High School Counselor
- Susan Reece, Student Records
- Zane Lauderdale, Allied Health Administrative Support

Financial Aid Department

- Mary Tullock, Financial Aid Manager
- Keana Gordon, Financial Aid Assistant
- Melissa Macko, Financial Aid Assistant

Business Office

- Lisa Allen, Financial Support Associate
- Danielle Davis, Bookkeeper, Adult Education Program
- Nancy Richmond, Financial Support Associate

Maintenance Department

- Tim Corum, Facilities Coordinator
- Robert Carver, Maintenance Worker
- Charles Glandon, Maintenance Worker
- Bradley Jones, Maintenance Worker
- Kevin Nies, Maintenance Worker
- Antonio Perkins, Maintenance Worker

IT Department

- Tim Blais, Computer Operations Specialist
- Stephen Sikorski, Information Technology Specialist

FACULTY

Administrative Office Technology

- Jill Butler, MS Curriculum and Instruction, Carson Newman College; Teaching Certificate, BS Organizational Mgmt., Tusculum College

Automotive Technology

- Andrew Smith, AAS, Northeast State Community College, ASE Master Automobile Technician; ASE Service Consultant; ASE Parts Specialist

Collision Repair Technology

- Keith Kuhn, ASE, Master Technician; ASE Collision Repair Estimator

Computer Information Technology

- David Hamilton, AA Phoenix College; Diploma TCAT Morristown; A+; NET+; MCSE+I; MCP; Microsoft Innovative Educator

Cosmetology

- Becky Russell, Diploma, TCAT Knoxville; Cosmetology Instructor, Anderson County Career and Technical Center; AAS, ITT Technical Institute; TN State Board of Cosmetology and Barber Examiners, Board Member and Cosmetology Subject Matter Expert; Licensed Master Barber
- Tracy Whedbee, Diploma, Tennessee School of Beauty; TN State Board of Cosmetology Licensed Instructor; Instructor Certification, Esthetician
- Ashley Limbaugh, Diploma, Cosmetology; TN State Board of Cosmetology Licensed Instructor
- Leah Phillips, TN State Board of Cosmetology Licensed Instructor

Dental Assistant

- Judith Walker, BS Adult Education; CDA; RDA

Diesel Powered Equipment Technology

- Doug Weeden, AAS
- Jacob Pierce, Diploma, TCAT Knoxville, Diesel Powered Equipment Technology

HVAC & Refrigeration Technology

- Mike Sledzinski, BA, Tusculum College; Diploma, TCAT Knoxville; EPA Certified; Certified Technical Educator, Certified Air Conditioning Educator, HVAC Excellence
- Daniel Gamble, Diploma, TCAT Knoxville; EPA Certified
- Rick Higginbotham, Diploma, Industrial Maintenance

Industrial Electricity

- Jason Wright, NCCER certified instructor

Industrial Maintenance/Mechatronics

- Michael Gallimore, AAS, Wright State University; NIMS Industrial Technology-Maintenance Certified Instructor

Machine Tool Technology

- Anthony Gomez, Diploma, Machinist I TCAT Knoxville
- Duane Buhl, Diploma Machinist I TCAT Knoxville

Medical Assistant

- Christina Nagy, RMA, CPT, CLT, COA, Diploma University of Northwest Ohio; AAS, Chattanooga State Community College

Medical Office Information Technology

- Martha Woodall, BS, East Tennessee State University; Teaching Certificate NHA, CHI

Pipefitting/Plumbing

- Lynn Rimmer, Licensed Master plumber; NCCER Certified Instructor

Nursing Aide

- Yvonne Blair, Diploma, TCAT Knoxville, LPN; AHA Certified Instructor

Practical Nursing

- Valerie Branam, BSN, King University; ASN, RN, Roane State Community College; LPN, TCAT Jacksboro
- Lorna Collett, BSN, Kings College; ASN, Eastern Kentucky University, RN
- Karin Gamble, MEd, Instructional Technology, BSN, Kings College; ASN, Lincoln Memorial University, RN
- Debra Hill, BSN, University of Central Florida, RN
- Tara Lohman, MEd, Instructional Technology, BSN, Indiana University, RN
- Cindy Wieger, Diploma, Saint Mary's Hospital, RN

Surgical Technology

- Sarah Garner, CST, Miller-Mott Technical College; AAS, University of NC, BA

Technology Foundations

- Joyce Burchett, BS Secondary Education

Truck Driving

- James Wilkins, MS Criminal Justice Counseling

Welding

- Steve Linn, ASME Certified Welder, Oak Ridge Associated Universities; Diploma, TCAT Knoxville
- Greg Brooks, Diploma, Welding
- Eddie Copeland,

Part-Time and Adjunct Faculty**Automotive Technology**

- John Barlow, Diploma TCAT Knoxville, Automotive Technology
- Thomas Walters, Diploma TCAT Knoxville, Automotive Technology

CPR

- Sheri Shanks, OSHA 10 and 30 hour certified Instructor; AHA Certified Instructor

Dental Assisting

- Mark Johnson, DDS, University of Tennessee
- James Robertson, DDS, University of Tennessee
- Deborah Taylor, BS, East Tennessee State University, RDH

EKG

- Susan Hicks, BSN, University of Alabama Birmingham, RN
- Robert Pass, Diploma, St. Mary's School of Nursing, RN

Industrial Electricity

- John Pangle, Diploma, Industrial Electricity
- Alvin Kimel, III, Diploma, Industrial Electricity
- John Wright, Technical Diploma

Industrial Maintenance/Mechatronics

- Robert Garland, Diploma

Medical Assisting

- Angelia Burnett, AA Health Care Administration, University of Phoenix; BS Health Care Administration, University of Phoenix; CMA, CPT, TCAT Knoxville
- Jessica Lister, BS Middle Tennessee State University, Certified Pharmacy Technician

Medical Insurance Billing and Coding

- Eva Davis, AAS, Walters State Community College
- Linda Reynolds, BS, Tennessee Technological University, CPC

Medical Terminology

- Robert Pass, Diploma, St. Mary's School of Nursing, RN

Nursing Aide

- Linda Dees, Ed.D, Argosy University; Medical College of GA, MSN, RN

Phlebotomy

- Cindy Jett, CMA, CPT

- Felicia Rhodes, AAS Walters State Community College, Paramedic
- Cindy Roberts, ASN, Roane State Community College, RN

Practical Nursing

- Kristen Arnold, BSN, University of TN Knoxville, RN
- Linda Dees, Ed.D, Argosy University; Medical College of GA, MSN, RN
- Diana Hay, BSN, University of TN Memphis, RN
- Trenia Higdon, BSN, King University, RN
- Tracy Payne, BSN, King University, RN
- Jane Ruggles, BSN, King University, RN

Surgical Technology

- Heather Abdella, CST; Diploma, TCAT Knoxville, Surgical Technology

Welding Technology

- Brent Leffew, Technical Diploma
- Eric Mason, Diploma TCAT Knoxville

Limitations and Reservations

The certificate or diploma requirements are continually under examination and revision, and are therefore subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the certificate or diploma requirements for any program are subject to substitution at any time prior to the student's completion of their course of study.

The remaining provisions of this catalog reflect the general nature of conditions concerning the educational services of the Tennessee College of Applied Technology Knoxville in effect at this time, but do not constitute a contract or otherwise binding commitment between the Tennessee College of Applied Technology Knoxville and the student. Fees, charges, costs, and all academic regulations set forth in this catalog are subject to change at any time. All courses, programs, and activities described in this catalog are subject to cancellation or termination by the Tennessee College of Applied Technology Knoxville or the Tennessee Board of Regents at any time.

The Tennessee College of Applied Technology Knoxville provides the opportunity for students to increase their knowledge by providing programs of instruction through faculty who are qualified to teach at the vocational level. The acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program.

The Tennessee College of Applied Technology Knoxville reserves the right to make changes in course offerings, curricula, academic policies, and other rules and regulations affecting current and former students to be effective whenever determined by the Tennessee College of Applied Technology Knoxville. Enrollment of all students is subject to these conditions.

Admission Requirements

Regular Full-time Programs

Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:

1. Applicants not enrolled in high school are eligible for admission provided that:
 - a. They are at least eighteen (18) years of age or have a high school diploma or equivalent.
 - b. They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.
 - c. All persons who are required to register for the Federal Draft under 50 U.S.C App. Section 453 are not eligible to enroll in any post-secondary school until they have registered with selective service.
2. Applicants Enrolled in High School are eligible for admission provided that:
 - a. An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the Chancellor or his designee.
 - b. Enrollment is limited to one (1) occupational area.

Special Admission Criteria

Practical Nursing

All of the below documents must be submitted together with the general requirements to accept your application by the deadline date:

Trimester	Application Deadline
Spring 2018	10/26/2017
Summer 2018	3/8/2018
Fall 2018	7/19/2018

1. **Declaration of Citizenship:** Provide the completed and notarized Declaration of Citizenship form as required by the Tennessee Department of Health. This form must be the original, notarized document.
2. Take and pass the **HESI Exam** (these scores are good for two years). Exam covers Math & Reading and cost is \$34.00 for both sections.
3. Provide an official sealed copy of one of the following **Transcripts:** High School Equivalency (HSE) diploma transcript with scores or your high school transcript verifying your regular High School Diploma (a special

education diploma will not qualify.) **IMPORTANT:** If you have foreign transcripts you will need to provide an English translated version of your transcript and have your education evaluated through the National Association of Credential Evaluation Services. Please visit their website at www.naces.org for more information.

4. Provide current **CPR** card certification from American Heart Association in BLS for Healthcare Providers which covers basic life support in infant, child, adult, choking and AED.
5. Documentation for **Points System**

Surgical Technology

All of the below documents must be submitted together with the general requirements by the deadline date to accept your application:

Trimester	Application Deadline
Spring (Feb) 2018	10/20/2017
Fall 2018	6/8/2018

1. Take and pass the **HESI Exam** (these scores are good for two years). Exam covers Math & Reading and cost is \$34.00 for both sections.
2. Provide an official copy in a sealed envelope of one of the following **Transcripts:** High School Equivalency (HSE) diploma transcript with scores or your high school transcript verifying your regular High School Diploma (a special education diploma will not qualify.) **IMPORTANT:** If you have foreign transcripts you will need to provide an English translated version of your transcript and have your education evaluated through the National Association of Credential Evaluation Services. Please visit their website at www.naces.org for more information.
3. Provide current **CPR** card certification from American Heart Association in BLS for Healthcare Providers which covers basic life support in infant, child, adult, choking and AED.
4. Provide any documentation for **Points System**.

Medical Assistant

All of the below documents must be submitted together with the general requirements by the deadline date to accept your application:

Trimester	Application Deadline
Summer 2018	7/13/2018

1. Take and pass the **HESI Exam** (these scores are good for two years). The exam covers Math & Reading and cost is \$34.00 for both sections.
2. Provide an official copy in a sealed envelope of one of the following **Transcripts:** High School Equivalency (HSE) diploma transcript with scores or your high school transcript verifying your regular High School Diploma (a special education diploma will not qualify.) **IMPORTANT:** If you have foreign transcripts you will need to provide an English translated version of your transcript and have your education evaluated through the National Association of Credential Evaluation Services. Please visit their website at www.naces.org for more information.
3. Provide current **CPR** card certification from American Heart Association in BLS for Healthcare Providers which covers basic life support in infant, child, adult, choking and AED.
4. Provide any documentation for **Points System**.

Dental Assisting:

All of the below documents must be submitted together with the general requirements to accept your application:

1. Must be 18 years old by start of program
2. Take and pass the **HESI Exam** (these scores are good for two years).
3. Provide an official copy in a sealed envelope of one of the following **Transcripts:** High School Equivalency (HSE) diploma transcript with scores or your high school transcript verifying your regular High School Diploma (a special education diploma will not qualify.)
4. Provide current **CPR** card certification from American Heart Association in BLS for Healthcare Providers which covers basic life support in infant, child, adult, choking and AED.

Cosmetology:

All of the below documents must be submitted together with the general requirements to accept your application:

1. Provide an official copy in a sealed envelope of one of the following:
 - a. A High School Equivalency (HSE) diploma transcript with a score of at least 450 with no score less than 410 in any area
 - b. A high school transcript with proof of completion of at least the 10th grade with 12 high school credits
2. Provide one of the following for proof of age:
 - a. A copy of your Driver's License
 - b. A copy of your birth certificate
 - c. A high school transcript with the birth date listed
3. Provide a copy of your Social Security Card.
4. Provide one of the following for a recent photograph.
 - a. A copy of your driver's license/Photo ID
 - b. A snapshot that has been signed, dated, and notarized
5. If you are transferring hours from High School or another cosmetology program, you **MUST** turn in an **OFFICIAL COPY** of your **RECORD OF COMPLETION** from the Department of Commerce & Insurance to your instructor the first day of class.

Note: If you have ever been convicted of a felony or any misdemeanor, or forfeited bond, you may not be able to test to become a licensed Practical Nurse, Cosmetologist or Manicurist in the State of Tennessee. PLEASE SEE A STUDENT SERVICES COUNSELOR for more information.

Truck Driving

All of the below documents must be submitted together with the general requirements to accept your application:

1. Complete a **Department of Transportation Physical (DOT Physical)**—A DOT physical examination must be conducted by a licensed “medical examiner”. To schedule this you may contact your primary care provider to schedule an appointment but be sure you request a DOT physical since it is specific to the industry. The Federal Motor Carrier Safety Administration’s (FMCSA) form called the Medical Examination Report for Commercial Driver Fitness Determination is used for the DOT physical and does evaluate if an individual is physically qualified to drive a motor vehicle. In some cases a Skill Performance Evaluation (SPE) Examination may be required with the DOT physical. For more information please refer to the Federal Motor Carrier Safety Administration at <http://www.fmcsa.dot.gov/>.
2. Provide copy of your **Motor Vehicle Record (MVR)** for last three years. The MVR is an official copy of your driving record and can be obtained at a Driver Service Station.
3. Provide proof of **U.S. Citizenship or Lawful Permanent Residency**
4. Provide copy of valid **drivers' license**

*Obtain **CDL Permit** (before the start of class cost is \$15) - Applicants may be placed on the waiting list before obtaining their permits. All truck driving applicants must have their CDL permit before they are allowed to start the program. The CDL Permit is obtained by taking and passing the general knowledge test at full-service driver service centers throughout the state.*

Note: applicants must be at least 21 years of age by Truck Driving program start date.

Admissions of Foreign Non-Immigrants

Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants.

How to Apply

1. Select a [program of study](#)
2. Visit www.tcatknoxville.edu, click how to apply to complete the [TCAT Application for Enrollment](#)
3. Some programs of study require additional application documents. Download, complete and submit any required documents listed under the programs of study below
4. Contact your physician and obtain your proof of vaccination letter
 - a. Applicants born on or after Jan. 1, 1957, must submit proof of MMR (mumps, measles, rubella) vaccination

- b. Applicants born on or after Jan. 1, 1980, must submit proof of varicella (chicken pox) vaccination
5. Submit your application, program-specific application materials (if required), and vaccination letter to the Student Services Office at the address listed below
6. Request official transcripts of education from high school, high-school equivalency or other colleges and universities
 - a. High school transcripts are available from your high school's counseling office
 - b. College and University transcripts are available at the institution's records office
 - c. Official GED and HiSET requests can be obtained at <https://www.diplomasender.com> for the following states: Alaska, California, Colorado, Hawaii, Idaho, Indiana, Iowa, Kansas, Maine, Massachusetts, Mississippi, Nevada, New Mexico, North Carolina, Oklahoma, Tennessee, West Virginia and Wyoming
 - d. If you have foreign transcripts you will need to provide an English translated version of your transcript and have your education evaluated through the National Association of Credential Evaluation Services (NACES). The website for NACES can be found at: www.naces.org. We require evaluated English translated version of your transcripts to complete admissions requirements.
7. [Complete the Free Application for Federal Student Aid \(FAFSA\)](#) online, if applying for financial aid (this is required for TN Promise scholarship and the Wilder Naifeh grant)

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 on a regular basis by a committee made up of the program instructor, a student services staff member and administration.

Class Schedule

Tennessee College of Applied Technology Knoxville operates on a year-round basis, dismissing only for legal holidays, staff in-service, term breaks, and inclement weather.

Full-time day classes are scheduled 30 hours per week, meeting Monday through Friday 8:00 am to 2:30 pm. Full-time evening classes held at main campus are scheduled 5 days per week, meeting Monday through Friday. Evening class schedules vary depending on the instructional service center location.

In addition to full-time day classes, supplemental classes are offered each term. The calendar for the Tennessee College of Applied Technology Knoxville is based on a trimester system.

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 the instructional term due to closure of the facility as a result of 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 2017-18

FALL TRIMESTER

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						20

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						20

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					13

SPRING TRIMESTER

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						20

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
						19

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						16

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						17

SUMMER TRIMESTER

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						15

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						17

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18

FALL TRIMESTER

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						21

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					13

	STUDENT HOLIDAYS		STUDENT AND STAFF HOLIDAYS		ADMINISTRATIVE CLOSING STUDENT/STAFF		STUDENT HOLIDAYS/INSERVICE		TRAINING DAYS FOR THE MONTH		BEGINNING/END OF TRIMESTER
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Midterm

Note: * There must be 72 training days in each trimester.

Technology Foundations

The purpose of the Technology Foundations program is to provide a comprehensive program of activities that will enable students to develop and/or enhance their basic skills, life skills, and job skills. The Technology Foundations program will provide supplemental skill training necessary for students to reach their fullest potential in the workplace. Also referred to as the Learning Resource Center for the school, a service provided to students includes the following:

- Student Assessment: WorkKeys, KeyTrain
- Developmental Studies: Reading and Math
- Workplace and Employability Skill Development: Resume Development
- Workplace Ethics and Employer Expectations

Those students needing improvement (excluding students in Allied Health, Truck Driving, Medical Office Information, and Administrative Office Technology) enroll in the Technology Foundations class and are assisted in becoming more proficient in the areas of reading for information, locating information, and applied mathematics. Under the guidance of the instructor, the student learns at his or her own pace in a positive, non-threatening environment. Students attending the Technology Foundations class are to complete the *KeyTrain* coursework within a 30-hour timeframe.

Costs

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. Tennessee College of Applied Technology Knoxville, 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 that are required by specific occupational areas

Other Fees

Drug screening, ATI Testing, Background Checks, Clinical Fees, Liability & Health Insurance, Pivot Point fees, Swift River fees, Truck Maintenance fees, Practical Nursing course fee, Welding course fee, OSHA 10 fee, and ASE Testing fees are non-refundable. ASE testing fees, ATI Testing, Liability & Health Insurance, OSHA10 fee, Pivot Point fees, Practical Nursing course fees, Swift River fee, Truck Maintenance fee, and Welding course fee are paid in conjunction with tuition and mandatory fees.

Fee Assessment

Fees are assessed each term in accordance with an approved fee schedule for the Tennessee College of Applied Technology Knoxville. Maintenance Fees are based on the number of clock hours the student is scheduled to attend for a term as outlined below. In addition to paying a Maintenance Fee, students must pay a Technology Access and Student Activity Fee each term. Fees may be paid by cash, check, 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.

2017-2018 Fee Schedule

Trimester Hours	Maintenance Fee	Student Access Fee	Technology Access Fee	Trimester Total
1-40	\$183	\$10	\$41	\$234
41-80	\$247	\$10	\$41	\$298
81-135	\$372	\$10	\$41	\$423
136-217	\$647	\$10	\$67	\$724
218-340	\$1045	\$10	\$67	\$1,122
341-432	\$1169	\$10	\$67	\$1,246

* Does not include program-specific fees or textbook/supplies/tool costs.

Special Academic Fees

Program Cost per Trimester

Truck Driving Fee	\$300
Licensed Practical Nurse	\$100
Welding Technology Fee	\$100
RODP CNA Lab Fee	\$75

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 Knoxville. 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

1. Full-time regular employees of the TBR and UT systems are eligible to enroll in one credit course per term at any state of Tennessee public postsecondary institution (TBR or UT), with fees waived for the employee.
2. Part-time regular and part-time temporary employees, excluding adjuncts, of community colleges and TN Colleges of Applied Technology (TCATs) are eligible to enroll in one credit course per term at the college in which they work, with fees waived for the employee.
3. The waiver is limited to one class, not to exceed 4 credits or 120 clock hours. It may apply for partial payment of classes of more than 4 credit hours or 120 clock hours.
4. The enrollment is limited to available space with the intent that tuition-paying students shall not be denied enrollment by a student using a fee waiver.
5. If applicable, the fee waiver should be used before other forms of educational assistance that may be offered by the institution.

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

Tennessee College of Applied Technology Knoxville 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 Business Office within 30 days of receipt of request.

Eligibility for Refunds

1. The change in a full-time student's schedule which results in a 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 Tennessee College of Applied Technology Knoxville
4. Cancellation of a program by Tennessee College of Applied Technology Knoxville
5. Death of the 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 cancelled by Tennessee College of Applied Technology Knoxville.
 - 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.

Processing of Refunds

1. Refunds, when due, will be made without requiring a request from the student.
2. 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.
3. 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.
4. Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.

Registration

Any student who does not register on registration day may lose his/her position in the program and Tennessee College of Applied Technology Knoxville reserves the right to enroll a new student in that position. TCAT Knoxville does allow students to register late on the second or third day of the term 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.

Any returning student who is not registered by the end of the first week 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.

The Family Educational Rights and Privacy Act (FERPA)

Students of Tennessee College of Applied Technology Knoxville 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 within 45 days of the day the TCAT receives a request for access. Students should submit a written request to the Student Services Coordinator that identifies the record(s) they wish to inspect. The Student Services Office will notify the student of the date and time when the records can be inspected.

As per TBR Policy S-020, 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 Student Services Coordinator and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College 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.

Release of Personally Identifiable Information

TCAT Knoxville will obtain the student's written, signed consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. TCAT Knoxville has a FERPA release form which gives the college permission to speak with others on their behalf. For information on the FERPA release form, visit the Student Services Office.

The FERPA law permits disclosure without consent, to college officials with legitimate educational interests. A college official has a legitimate educational interest if the official is a person employed by TCAT Knoxville 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 school may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

As a matter of policy, TCAT Knoxville 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

TCAT Knoxville does not sell or otherwise provide mailing lists 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.

Release of Personally Identifiable Information Permitted by Specific Federal Laws

FERPA and Subpoenas

In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action.

TCAT Knoxville makes a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

FERPA and Health Records 45 CFR Part 160; 45 CFR Part 162; 45 CFR Part 164

Your schools' Office of Disability Services (ODS) normally obtains and maintains health records for each student who applies for services or waivers. So, the receipt and maintenance of health records by student services' units is well established. If a health record is used to make a decision in regard to a student's education program, (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirement, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provision for safeguarding the record applies.

Health and Safety Exemption Requirement 34 CFR 99.31(a) (10) & 34 CFR 99.36

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals.

The school follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Patriot Act changes to FERPA:

In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. *Public Law 107-56; DCL April 12, 2002*

TCAT Knoxville complies with the changes made to FERPA as a result of the USA Patriot Act as outlined in *DCL April 12, 2002*.

Patriot Act changes to FERPA:

For more information on TCAT Knoxville's policies related to student records or for more information on FERPA, contact the Student Services Office.

FERPA Contact Information:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave. S. W.
Washington, DC 20202-4605
Phone: 202-260-3887
www.ed.gov/offices/OM/fpco

A student has the right to file a complaint with the U. S. Department of Education concerning alleged failures by TCAT Knoxville 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

Selective Service Registration

All persons who are required to register for Selective Service under 50 U.S.C. App. Section 453 must do so before being accepted for enrollment at any post-secondary institution, including the Tennessee College of Applied Technology Knoxville. Almost all male U.S. citizens regardless of where they live, and male immigrant aliens residing in the U.S., are required to be registered with Selective Service if they are at least 18 years old but are not yet 26 years old. Men who are 26 years old and older need not register. Additional requirements can be found at: www.sss.gov.

Student Services

Tennessee College of Applied Technology Knoxville maintains a full-time counseling center for students, prospective students and graduates. Services include:

Educational Guidance: The staff assists applicants in selecting an area of training based upon his/her abilities, interest, and goals.

Personal Counseling: The staff will provide individual counseling services to students who are experiencing personal, academic, attitude, or financial problems. The staff may recommend outside agencies specially trained to assist students in specific personal problems. All matters will be treated individually and on a confidential basis.

Job Placement: Tennessee College of Applied Technology Knoxville is dedicated to our graduates finding employment upon completion of training. Placement of graduates is a primary concern of all TCAT Knoxville personnel. Also, the student must fully participate in the job seeking process. Transcripts are available to the student or to agencies upon request. A transcript request form can be completed in the Student Services Department. Placement rates are continually evaluated and reported to our accrediting agency and the Tennessee Board of Regents. Placement rates are evaluated and utilized to monitor effectiveness and continuation of all programs.

Follow-Up: An effort is made to keep in touch with graduates after entering employment to determine their success and to make the training more relevant to the needs of new students and industries. All graduates are requested to keep the school informed as to their employment and any changes in employment. Surveys and student follow-up studies are made to determine if changes need to be made in meeting these needs. Employers, college's personnel, and others are involved in follow-up efforts in order to assess and/or improve program curriculums and serving the needs of each student. It is very important for students, faculty and staff to recognize the importance of all responses to follow-up surveys as a means of evaluating, improving and funding the program offerings at the Tennessee College of Applied Technology Knoxville. Graduates are normally considered for "entry-level" employment in their respective occupation. A certificate of completion may be awarded to any preparatory student who reaches a payroll 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.

Limited English Proficiency: TCAT Knoxville follows TBR policy in admission and delivery of services to those students with Limited English Proficiency (LEP). TCAT Knoxville makes use of a language identification card to determine the language of LEP individuals who present themselves at a campus location seeking information. The institution is a subscriber to state of Tennessee-contracted AVAZA Language Services Corp. for outside interpreter services.

The Student Services Department also maintains program applicant lists and keeps complete and confidential records on all current and former students.

The Liberty Street (main) campus is open from 7:00 a.m. until 10:00 p.m. Monday through Fridays.

The school is closed for holidays and staff in-service dates throughout the year. These dates are posted on the school calendar.

Services for Students with Disabilities

The Tennessee College of Applied Technology Knoxville is committed to providing opportunities and accommodations in higher education to all academically qualified students with disabilities. This commitment is consistent with the Tennessee College of Applied Technology Knoxville'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 Tennessee College of Applied Technology Knoxville.

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:

1. Notify a program counselor prior to enrollment or as the need arises.
2. 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.)

Requests for Transcripts

Written requests for student academic transcripts should be submitted to the Student Services Department. Students and graduates in good standing with the school may have official academic transcripts mailed to the school of their choice or to the individual listed by the student. Students and graduates may also have a transcript issued to them for personal use. When possible, in-person requests will receive same-day service. Requests that are faxed or mailed will be processed in a timely fashion; however, please allow up to five days for assistance. All requests must be accompanied by a signed release form.

Unscheduled School Closures

School closures due to inclement weather or other unexpected events will be announced via Rave; on the TCAT Knoxville website; on the local radio and television stations; and left on the school answering machine.

Voter Registration

Voter registration information is available in the Student Services Department. Students may also access the following website to obtain a voter registration from: <http://sos.tn.gov/products/elections/register-vote>.

Veterans with Previous Training

All students receiving Veterans Administration education benefits must provide all previous post-secondary training transcripts, including military service, to the Tennessee College of Applied Technology Knoxville’s Veterans Administration School Certifying Official (SCO) at the start of their program for consideration of credit toward the student’s program. After thirty days in class, the instructor will re-evaluate the student’s skills. The student will receive appropriate credit and his/her completion date will be adjusted accordingly.

Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veteran 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.

Veterans receiving the GI Bill benefits must report to the Tennessee College of Applied Technology Knoxville’s Veterans Administration School Certifying Official (SCO) within the first week of EVERY new trimester notifying him/her of their status of enrollment for the new term. By doing so, the SCO will update enrollment status with the

Veterans Administration. If the veteran student does not comply, their subsequent GI Bill education payments will be delayed.

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 assist 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 the President for approval. The student, instructor, employer, and President must sign the formal co-op agreement.

Students may be paid salaries commensurate with entry-level employees completing the same task. In order to qualify for a co-op opportunity, students must be full-time. They must have completed a minimum of 50% of the entry level requirements based upon the instructor's evaluation.

The standard of classroom hours completed and/or skill equivalents may be modified at the discretion of the Tennessee College of Applied Technology Knoxville administration, but under no circumstances should the student be allowed to begin to co-op until at least 25% of the skill equivalents have been met or demonstrated. For more information concerning the co-op program, please see your program instructor.

Insurance

Health insurance is available to students through the Tennessee Health Insurance Marketplace.

Bookstore

The campus bookstore, located in the main building, is open during school hours. However, students may purchase books and supplies from any supplier they choose. Students using authorizations from Workforce Innovation and Opportunity Act (WIOA), Trade Adjustment Assistance (TAA), Vocational Rehabilitation or any agency outside the school must use the school bookstore.

Cafeteria

Vending machines, located in buildings B and C, are available at all times.

Messages and Phone Calls

Every effort will be made to contact the student for EMERGENCY telephone calls. However, the school cannot guarantee that the messages will be received.

Student Appearance and Conduct

Many visitors come to the Tennessee College of Applied Technology Knoxville campus every day. Many are potential employers from the community. Students are encouraged to maintain appropriate appearance and behavior at all times. Students are discouraged from wearing shorts or halter tops at any time. When visitors or tour groups are in the training areas work should continue as usual.

Housekeeping

Waste receptacles are located throughout the campus. It is each person's responsibility to use these receptacles.

Minors on Campus

In order to maintain a safe and effective learning environment, students, faculty, and staff may not leave minor children unsupervised on campus at any time. It is not the intent of this policy to prevent children from visiting the campus, in the company of an adult. However, children are not permitted in classrooms or office areas.

Safety

Strict safety precautions will be observed and practiced at all times. Each shop has a safety program that the student must thoroughly understand before he/she is permitted to use shop equipment. A written record of safety instructions and tests will be kept on file as tangible evidence that each student has been instructed in an appropriate safety program. All injuries or accidents must be reported immediately to the instructor and an accident report completed. Any hazardous conditions or failure to use safety equipment should be corrected immediately when discovered. Disciplinary action will be taken whenever safety rules are violated. All students are required to purchase and wear safety glasses where appropriate. No canvas shoes or sandals are to be worn in shop areas.

Smoking

Smoking and the use of tobacco products is prohibited inside any College building under any circumstances. Smoking is permitted IN DESIGNATED AREAS ONLY outside of the Tennessee College of Applied Technology Knoxville buildings.

Parking

Authorized parking is allowed ONLY in the STUDENT PARKING LOT at the north end of the campus, adjacent to the interstate, or across the street at TCAT Building C (901 Liberty Street). Parking tags are issued free of charge. Tags must be displayed prominently on the rear view mirror.

Handicapped Parking

Parking for persons with disabilities is available on the side of the building A, behind building B and in front of building C. Only persons with official handicapped parking tags or decals may park in the spaces designated for handicapped. These tags are issued by the Department of Motor Vehicles. Students must provide documentation to the school that the handicapped parking tag or decal was issued to them. Tennessee College of Applied Technology Knoxville will then issue an additional handicapped parking tag which will allow the student to park in handicap parking spots.

Speed Limits

SPEEDING IS GROUNDS FOR IMMEDIATE SUSPENSION

Driveways leading to Liberty Street, in front of the school are 15 mph. Parking areas and driveways around the school are 10 mph.

Penalties for Violations

First Offense: Referred to the President

Second Offense: 30-day suspension

Computer Operation and Internet Access Policy and Guidelines

Each computer user must review the policy and guidelines of the institution before operating any computer system. 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 respectful cooperation among the school community. Strict adherence to this policy will prevent costly damage or repair, down-time, and/or loss of computer privileges.

1. No computer system may 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 must 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, drink or smoke around computer equipment.
8. Specific instructions for access to the Internet or network:
 - (a) The system may not be used for personal or private matters.
 - (b) Creating, distributing, or accessing hate mail, pornographic or obscene material, discriminatory or harassing materials or communications is strictly forbidden.
 - (c) Anti-social behaviors (including spamming) are forbidden.
 - (d) Accessing pornographic images or language is forbidden.

- (e) Creating, distributing, or accessing confidential material, including, but not limited to, test files or student/personnel records is forbidden.

Any person who violates this policy will be subject to appropriate disciplinary sanctions, including dismissal and/or possible prosecution.

Cellular Telephone Use

The use of cellular telephones on the TENNESSEE COLLEGE OF APPLIED TECHNOLOGY KNOXVILLE campus is strictly limited. All telephones must be turned off during classroom instruction. This common courtesy ensures that fellow students are not disturbed and shows respect to the instructor by not interfering with his/her classroom time. In cases of emergency, please alert the office staff that you may receive a critical telephone call during school hours. By providing your instructor's name, the office staff will be able to find you and transfer the call to your classroom. Only the instructor or the President may override this policy and grant permission for a cellular telephone to be turned on during class. The first violation of this policy may result in confiscation of the student's cellular telephone until the end of the day. The second violation may result in the student being dismissed from that day of class, and the absent hours counting against the total allowed for the trimester. Subsequent violations may result in the student's termination from school.

Diplomas and Certificates

The programs have been designed to include a maximum number of hours needed by the average person to complete all phases of training related to a particular program. In most courses, this does not prevent the student from completing his or her training in less than the stated number of hours. Some programs do require a specific length of time to satisfy licensing, registration, or certification requirements. Students that complete all program requirements, regardless of the number of hours of training, and pass a proficiency test when applicable will be granted a diploma. Students who terminate training before completing all course requirements may be eligible for a certificate in some courses. Diplomas and certificates reflect the highest payroll job title code that the student is capable of performing.

Tennessee College of Applied Technology Knoxville provides the graduation rate for all programs. These rates may be found in the school catalog, webpage, and program brochure.

Graduation

Tennessee College of Applied Technology Knoxville has an annual graduation ceremony for all students receiving a diploma during the calendar year. Students will be notified by mail of the date, time, and location of the graduation. The graduation supply fee listed on the program brochure will cover the cost of a cap, gown, and diploma cover.

Transfers from Other Institutions

Tennessee College of Applied Technology (TCAT) Knoxville will not accept college "credit hours" from other institutions toward course completion. Credit for "clock hours" earned at other TCAT campuses may be given for the same program being taken at Tennessee College of Applied Technology Knoxville.

Articulation

The skills of applicants who have had prior training or work experience in the program for which they are applying can be evaluated by the instructor when they enroll (begin classes). Credit for knowledge and skills will be allowed on an individual basis.

The college you are planning to attend will determine what will articulate into their institution.

Transfers Between Programs

Changes between programs must be approved by the president. Changes will not be made if the situation causing the student to request the change was in existence when the student enrolled in the original course. If the president approves the transfer, the student will be permitted to make the change at the time when he/she would have actually been enrolled if he/she had originally applied for the new course. If the president denies the request, the student may

withdraw from the first program and may have his/her name placed AT THE BOTTOM OF THE WAITING LIST of the desired program.

Exit Interview

Each student is required to have a pre-exit interview on the last day of enrollment.

National Technical Honor Society

The goal of the National Technical Honor Society (NTHS) is to recognize outstanding technical students. Students selected for the Honor Society must have an A average, and 24 or fewer hours absent for one trimester.

SkillsUSA

SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes, and communications skills. It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

Campus Policy Regarding Procedures for Students to Report Criminal Actions or Other Emergencies Occurring on Campus

Under emergency situations, dial 911 from the closest telephone. Report immediately to the office and inform the Student Services Department or the President. The school will report the incident to the proper authorities.

If the student prefers, he/she may contact the authorities independently, or a staff member of the Tennessee College of Applied Technology (TCAT) Knoxville will assist the student in notifying the authorities. It is vitally important that any and all crimes be reported either to the school or the local police department. The security of individuals and property is of utmost importance to the school.

The identity of the victim will be kept strictly confidential, and the alleged perpetrator will be given the opportunity to defend him/herself.

TCAT Knoxville security, faculty, and staff have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. Refusal to do so may result in disciplinary action, a request to leave the campus, or arrest.

Campus administration maintains a close working relationship with the Knoxville City Police Department, employing Knoxville Police Officers as security personnel on campus who routinely patrol the grounds inside and outside of the campus (including hallways, restrooms, parking areas, etc.).

In the event that a situation arises, that, in the judgment of college officials or security personnel, constitutes an immediate, ongoing or continuing threat, a campus-wide "emergency notification" will be issued. The notifications could be issued using one or all of the following means:

- Rave alert emergency notification system
- Campus broadcast announcement through the phone system to students, staff, and faculty
- Campus email system to students, staff, and faculty
- Verbally by supervisors to employees and faculty to students
- Flyers

Access to Tennessee College of Applied Technology Knoxville Facilities

The College office and campus is open as follows:
7:30 a.m. – 10:00 p.m. Monday – Friday
Excluding holidays, in-service days, and school breaks.

Contacting Students on Campus

The Tennessee College of Applied Technology Knoxville will contact a student in the event we are notified of a personal emergency. However, if an individual comes to the school requesting to speak to a student, the following steps will be taken to ensure the safety of the student, the faculty, and the staff:

3. The visitor will be required to identify him/herself.
4. The visitor will be required to sign-in at the front desk.
5. The student will be contacted privately and given the visitor's name.
6. The student will then decide whether or not to meet with the individual.

The office should be notified immediately if the student is aware of anyone who may pose a potential threat, or has been legally restricted from contacting the student. We will assist the student to the best of our ability.

U.S. Department of Education Citations: (R) 99.991

Campus Security Act

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-to-Know Campus Security Act, the Tennessee College of Applied Technology Knoxville has prepared a report containing campus security policies and procedures, data on campus crimes, and other related information. A copy of this report may be obtained in the Student Services Office or on the school website at www.tcatknoxville.edu.

Crimes Reported:

2014 – 6 Crimes Reported

2015 - 2 Crimes Reported

2016 – 2 Crimes Reported

For Cases of Alleged Sex Offenses:

Rape, acquaintance rape, or other forcible or non-forcible sex offenses: The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

This does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). The outcome of a disciplinary proceeding means only the school's final determinations with respect to the alleged sex offense and any sanction that is imposed against the accused.

Sanctions may include, but are not limited to, the following: dismissal from the school, proof of psychological counseling, or proof of compliance with all mandated judicial sentencing requirements.

The school shall, in a timely manner that will aid in the prevention of similar crimes, report to the campus community on crimes that include: murder, rape and sex offenses either forcible or non-forcible, robbery, aggravated assault, burglary, motor-vehicle theft.

Offenses that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act (28U.S.C. 534):

Offenses that are considered by the institution to represent a threat to students and employees.

Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989; it is the Tennessee College of Applied Technology Knoxville's policy to maintain a safe and healthy environment for its students and employees. Therefore, school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on school property.

Drug Prevention Program for a Drug-Free Campus and Workplace

In the event that a student needs drug and/or alcohol counseling, treatment, or rehabilitation and does not know where to seek such help he/she may contact the “National Institute on Drug Abuse Hotline” at 1-800-662-help. They will be directed to treatment centers in the local area. TENNESSEE COLLEGE OF APPLIED TECHNOLOGY KNOXVILLE will impose disciplinary sanctions on students or employees that are found to be in violation, or charged with being in violation of the institute’s determination to maintain a drug-free school and workplace.

Sanctions imposed, except for minimums, will be at the discretion of the institute and will be determined by a committee made up of the president, faculty, and staff members. Sanctions imposed, except for minimums, may be probation, suspension, termination, required attendance at a rehabilitation program, or referral for prosecution. Circumstances surrounding an offense may be considered.

Minimum sanctions for trafficking of illicit drugs on campus: Termination and referral for prosecution.

Minimum sanctions for the illegal possession and/or consumption of a controlled substance or alcohol on campus: suspension until a school approved rehabilitation program is satisfactorily completed at the expense of the violator.

Please go to the U.S. Department of Justice Drug Enforcement Administration at <http://www.justice.gov/dea/druginfo/ftp3.shtml> for more information regarding Federal Drug Trafficking Penalties.

Alcohol Abuse

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol causes marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions.

Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

TCAT Knoxville’s Policy to Combat Violence Against Women on Campus

In conjunction with the efforts of the Department of Education, the Justice Department, and the Department of Health and Human Services, the Tennessee College of Applied Technology Knoxville is committed to providing students with a safe environment in which to learn.

Help is Available

In Immediate Danger Call 911
Family Violence Helpline 521-6336

Shelters/24 Hour Help Lines

Family Crisis Center 637-8000
Salvation Army 522-4673
Serenity Shelter 971-4673
Sexual Assault Crisis Center of East Tennessee 558-9040
Sexual Assault Crisis Center Hotline Only, No Shelter 522-7273

Victim Assistance

YWCA 523-6126
Knox County Sheriff's Department 215-3591
Knoxville Police Department Domestic Violence Unit 215-7306
Child Abuse & Neglect 594-6767
Elder Abuse-Adult Protective Services 594-5685

Legal Service

Attorney General's Office 215-2515
Fourth Circuit Court 215-2404
Knox Bar Association (attorney referral) 522-7501
Knoxville Legal Aid Society 637-0484
Please contact a member of the faculty, staff, or administration if you need assistance.
The above information was prepared by the Community Coalition on Family Violence.

Academic Retention and Readmission

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

Student Attendance

The nature of the programs at the Tennessee College of Applied Technology Knoxville is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences create 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 mitigating circumstances or emergencies beyond their control an exception to perfect attendance. Discretionary hours or personal time away from school are 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 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 violation of policies, the administration must give approval before being readmitted.

An attendance record for each student is maintained in the school office.

The following attendance rules will be observed by all students:

1. Full-time students are scheduled to attend class Monday through Friday from 8:00 a.m. – 2:30 p.m. or Monday through Friday from 3:30 p.m. – 10 p.m.
2. 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 receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
3. 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**. A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.
4. A student is considered tardy if not in the classroom at the designated time for class to start.
 - a. 1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.

- i. 5 tardies - documented warning by instructor
- ii. 6 tardies - documented probation by designated authority
- iii. 7 tardies - referred to President

A student that does not contact their instructor and is absent 3 consecutive class days will be automatically terminated. To re-enter the student must receive approval from Administration and file an application for readmission.

Due Process

All 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 ensure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.

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.

Student Progress

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

Grading Scale

A = 94 – 100
B = 87 – 93
C = 81 – 86
F = 80 – 0

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

- Skill Proficiency
- Related Information
- Worker Characteristics

A student must maintain a "C" or better average for the 72 day period of instruction. Failure to do so will result in suspension at the end of the term. The suspension will be for the entire subsequent term.

Re-admission from Suspension for Grades or Attendance

Students suspended for unsatisfactory progress may be considered for readmission by the school president. The criteria in considering readmission are:

1. Assessment of the candidates' willingness to address those deficiencies that contributed to the suspension
2. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

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.

Exceptions

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

NOTE: You must notify your instructor if you are leaving the classroom or are going to be absent.

Withdrawal Policy

If a student voluntarily chooses to withdraw, they are strongly encouraged to notify their instructor and meet with student services and financial aid personnel to complete the withdrawal process, determine Return of Title IV Aid Calculation (if applicable), TBR Refund Calculation (if applicable), and notification of withdrawal to outside agencies (if applicable).

Faculty are responsible for providing the Student Services office with the required withdrawal notification forms (drop sheet) as soon as they become aware of the student's decision to withdraw or if the student has been absent for three (3) consecutive class days without notice.

Should the student return to class after an automatic withdrawal has been processed, the student must file a written appeal to the President (or designee) and file an application for readmission.

Grievance Procedure

Unless there has been a violation of institutional policy, suspension for academic failure or excessive absences are non-grievable matters.

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

There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member. If this is the case, the student should speak to a counselor in the Student Services Office in the case of a faculty member, or to the supervisor in the case of a staff member.

If the issue is with another student, and the student with the concern is uncomfortable addressing the other student, he or she may contact the Student Services Office. If there is no resolution at that level, the student may file a formal, written complaint. Students should follow the procedures listed below to resolve their concerns or complaints:

Informal Resolution

The first step a student should take in resolving a concern or complaint is to directly address the faculty member, staff member, or student in question. There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member.

If this is the case, the student should speak to a counselor in the Student Services Office in the case of a faculty member, or to the supervisor in the case of a staff member.

If the issue is with another student, and the student with the concern is uncomfortable addressing the other student, he or she may contact the Student Services Department. If there is no resolution at that level, the student may file a formal, written complaint.

Formal Resolution

Students who have attempted informal resolution to their complaints and need further resolution may file a formal complaint. Students should fully complete and submit the student complaint form. This form will be submitted to the school administration. The Assistant Director (or designee) will conduct an investigation within 10 working days of receiving the complaint. The Assistant Director (or designee) will communicate the outcome of the investigation to the student in no more than 30 working days of receiving the complaint.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville, Tennessee 37217, or by going online and filling out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350. Telephone: 1-800-917-2081 or (www.council.org).

Discrimination and Harassment

It is the intent of Tennessee College of Applied Technology Knoxville to fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to, Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; the Genetic Information Nondiscrimination Act of 2008; and regulations promulgated pursuant thereto. 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.

The Tennessee College of Applied Technology Knoxville will not tolerate any conduct by an administrator, supervisor, student, faculty, or staff member which constitutes sexual harassment. See the Tennessee Board of Regents policy at the following link for more information:

http://www.tbr.state.tn.us/policy_guidelines/personnel_guidelines/P-080.htm

Any Tennessee College of Applied Technology Knoxville student who has reason to believe he or she has been affected by discrimination should contact a staff or faculty member.

STUDENT DISCIPLINARY POLICIES



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— KNOXVILLE —

- PART 1: Institutional Policy Statement**
- PART 2: Disciplinary Offenses**
- PART 3: Academic and Classroom Misconduct**
- PART 4: Disciplinary Sanctions**
- PART 5: Traffic and Parking**
- PART 6: Disciplinary Procedures**

STUDENT DISCIPLINARY POLICY

Part 1: Institution Policy Statement

1. Students enrolled in Tennessee College of Applied Technology are citizens of the state, local, and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to a TCATK carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the TCATK and the community which it seeks to serve, the Tennessee Board of Regents (TBR or Board) has authorized the presidents of the TCATS under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the TCATs and their educational environment.
2. Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed regulations which are intended to govern student conduct on the TCATs under its jurisdiction and which regulations may be expanded or supplemented by the TCATs subject to Board approval. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the TCAT's pursuit of its educational objectives, the TCATs may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the TCAT whether or not such conduct is simultaneously violative of state, local or national laws.
3. For the purpose of these regulations, a "student" shall mean any person who is admitted and/or registered for study at a TCAT for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the TCAT. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Student Disciplinary Policy and with similar TCAT policies at all times.
4. Disciplinary action may be taken against a student for violation of the regulations which occur on TCAT 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 TCAT activity or the mission, processes, and functions of the TCAT. TCATs 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.
5. 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.
6. 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.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Part 2: Disciplinary Offenses

TCAT disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the TCAT'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 a TCAT.

TCATs shall adopt and publish a non-exclusive list, providing notice of offenses for which both individuals and organizations may be subject to disciplinary action. The list may include any appropriate offense given the specific needs of the individual TCAT, subject to prior review and approval of the Board. TCATs 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:

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

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

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

Obstruction of or Interference with TCAT activities or facilities. Any intentional interference with or obstruction of any TCAT, program, event, or facility including the following:

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

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

Theft, Misappropriation, or Unauthorized Sale of Property. Any act of theft, misappropriation, or sale of school property or any such act against a member of the school community or a guest of the school;

Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of TCAT 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 TCAT;

Firearms and Other Dangerous Weapons. Per T.C.A. 39-17-1309, 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;

(Felony: State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property.)

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

Alcoholic Beverages. The use and/or possession of alcoholic beverages on TCAT owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on

or off TCAT owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;

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

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

Public Intoxication. Appearing on TCAT owned or controlled property or at a TCAT sponsored event while under the influence of a controlled substance or of any other intoxicating substance;

Gambling. Unlawful gambling in any form;

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

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

Failure to Cooperate with TCAT Officials. Failure to comply with directions of TCAT officials acting in the performance of their duties;

Violation of General Rules and Regulations. Any violation of the general rules and regulations of the TCAT as published in an official TCAT publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

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

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;

Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an TCAT official or a constituted body of the TCAT;

Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;

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 policy 5:01:02:00 and TBR Guideline P-080;

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.

Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for a TCAT facility without proper authorization;

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

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

Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:

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

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

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

Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;

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

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at a TCAT for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual issuing of an award including periods prior to or between trimesters. Conduct occurring while a student is registered or enrolled at the TCAT, but not discovered until after the awarding of a credential is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the TCAT with disciplinary action or

academic misconduct action pending, the student's record may be encumbered by the appropriate TCAT office until the proceedings have been concluded.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02, Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Part 3: Academic and Classroom Misconduct

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, for no more than one (1) day, of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the TCAT 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 TCAT.

Academic misconduct may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to, a grade of "F" on the work in question, a grade of "F" in the course, reprimand, probation, suspension and expulsion. Upon a finding of academic misconduct, the student will be advised of his/her hearing rights. The student may accept the instructor's finding, grade reduction, and/or other sanction and waive his/her hearing rights. In the event a student believes he/she has been erroneously accused of academic misconduct, he/she may request a hearing. Hearings will be conducted pursuant to the procedures set forth at Part 6, Disciplinary Procedures, below. If the student is found responsible for the allegation(s) of academic misconduct, the grade as assigned by the instructor will stand. Should the hearing source absolve the student of the allegations of academic misconduct, the faculty member will reassess the student's grade based upon the hearing source's finding.

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 instructors, 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.).

This policy is promulgated pursuant to, and in, compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Part 4: Disciplinary Sanctions

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

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 school official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.

3. **Reprimand.** A written and/or verbal reprimand, or censure, may be given any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It may signify to the student that he or she is, in effect, being given another chance to conduct himself or herself as a proper member of the school community, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in a student's personnel record for period of one year.
4. **Service to the TCAT or Community.** A student, or student organization, may be required to donate a specified number of service hours to the TCAT performing reasonable tasks for an appropriate TCAT office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing TCAT 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 TCAT 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 privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to be present at the school in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities for a maximum of one year.
9. **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
10. **Suspension.** If a student is suspended, he/she is separated from the school for a stated period of time with conditions of readmission stated in the notice of suspension.
11. **Expulsion.** Expulsion entails a permanent separation from the school. The imposition of this sanction does become a part of the student's permanent record, and is a permanent bar to his or her readmission to the school.
12. Revocation of Admission, Award or Credentials;
13. Any alternate sanction deemed necessary and appropriate to address the misconduct.
14. **Interim Involuntary Withdrawal or Suspension.** Though as a general rule, the status of a student accused of violations of the regulations should not be altered until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon a finding by the appropriate school official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the school community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

The president of each TCAT is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Part 5: Traffic and Parking

The purpose of these regulations shall be to facilitate the orderly and efficient flow of traffic on TCAT campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space.

Parking Regulations

The College may require registration with the president's office for all motor vehicles that are driven to campus by a student, faculty, staff member, or any other person authorized to use campus facilities. Additionally, the school may require students and faculty to display a parking permit or decal on their vehicles. Information concerning any such requirements will be available through the Student Services' office.

Painted lines, markings, or other visible signs will be used to designate authorized parking areas for students, faculty, staff, other employees, visitors, or any other persons authorized to use the school'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 disabled persons only;
5. Parking within 15 feet of a fire hydrant.

Improperly parked vehicles may be towed at the owner's expense.

Traffic Regulations

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

1. Obeying all state and local laws regarding the operation of motor vehicles in addition to these regulations;
2. Observing the maximum speed limit posted on campus;
3. Exercising reasonable care under all circumstances and avoiding reckless driving of any kind;
4. Obeying all traffic signs;
5. Yielding right of way to all pedestrians at all times;
6. Reporting all traffic accidents occurring on campus which involves injury to persons or property to the school's president or his/his designee.
7. Refraining from littering from a vehicle.

Penalties for violations of traffic and parking regulations

1. Faculty, students and visitors are expected to comply with all state laws, county and municipal ordinances governing traffic/parking in their locality. State and local law enforcement authorities will enforce those provisions on TCAT campuses.
2. Violators may also be subject to disciplinary action in accordance with the in accordance with the TCAT Student Disciplinary Policy governing student conduct and disciplinary sanctions.
3. The fine for a disabled/handicapped parking violation is established by statute and will be adjusted as necessary to comply with state law.
4. The TCAT Central Office specifically authorizes each of its constituent TCATs to reserve the right to tow any vehicle that is improperly parked or abandoned. Any fees associated with towing will be the responsibility of the owner/driver of the vehicle.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Part 6: Disciplinary Procedures and Institutional Hearings

Institutions governed by the TBR, in the implementation of TBR policies pertaining to discipline and conduct of students, shall ensure 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 TBR System wide Student Rules, this policy, and applicable state and federal law. All policies adopted shall be subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs. 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.

Contested Case Procedure: All cases which may result in: (a) suspension or expulsion of a student from the institution for disciplinary reasons, or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A. § 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure. These procedures shall be described in the institution's policy.

For cases which may result in Interim Involuntary Withdrawal or Suspension, the institution must incorporate the guidelines set forth below in its decision-making processes.

Institutional Procedures: For matters not subject to the requirements of UAPA, 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.

Institutional Hearings: For matters not subject to the requirements of UAPA, 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.

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.

Interim Involuntary Withdrawal or Suspension Hearings: Hearings conducted with regard to interim involuntary withdrawal or suspensions imposed prior to or 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 involuntary withdrawal or suspension.

In determining whether a student should be involuntarily withdrawn or suspended for threatening or disruptive conduct, the institution shall consider the nature, duration, severity, and probability of the threat posed or the disruption caused by a student, relying on the best available objective evidence and, if applicable and obtainable, on the most current medical evidence.

The institutions shall also determine whether reasonable modifications of its policies, practices, or procedures could sufficiently mitigate the risk.

Absent exigent circumstances creating an imminent risk or harm, the assessment will be made prior to a decision to involuntarily withdraw or suspend based on the threat he or she poses on others.

If exigent circumstances warrant the immediate removal of a student from the institution, the student will receive, at a minimum, notice and an initial opportunity to present evidence immediately after being placed on involuntary withdrawal, and the opportunity to initiate full due process within 30 days of the removal.

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.

This policy is promulgated pursuant to, and in compliance with, TBR Policy 3:02:00:01 Student Conduct & Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 6/19/15.

Re-admission from Suspension

When students are suspended from school, they are suspended for the remainder of the trimester in which they were enrolled, plus the next trimester. They are re-admitted as openings occur in the subsequent trimester. In classes that begin once or twice a year, their re-enrollment is contingent upon approval of the program director or instructor and upon availability of openings for the program. The President may consider for readmission the applicant who has been suspended.

Criteria that the President will consider in assessing the candidacy for readmission are as follows:

1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension.
2. Assessment of the likelihood that the readmitted student may experience success in pursuing his/her educational objective.
3. Assessment of mitigating circumstances

Sex Discrimination Sexual Harassment and Sexual Misconduct Policies



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— KNOXVILLE —

Purpose

It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title IX of the Education Amendments of 1972, §485(f) of the HEA, as amended by §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46, and Appendix A to Subpart D of Part 668. This policy is adopted specifically to address the offenses defined herein. All other sexual harassment is also strictly prohibited and any allegations of such shall be governed by TBR Guideline P-080 (Appendix 2), and the applicable institutional policy.

The Tennessee Board of Regents intends for each institution to provide a single, easily accessible and user-friendly document to advise students, employees, and others affected by sexual misconduct of each institution's rules and procedures. Institutions under the Tennessee Board of Regents system shall ensure that the sexual misconduct policy is in a format or formats that make it readily available. The following policy and procedures are adopted by the Board to assist the institutions in such compliance.

Definitions

For the purpose of this policy, the following definitions shall apply:

Consent

An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

Dating Violence

Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. ("Dating" and "dated" do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

Domestic violence

Violence against a person when the accuser and accused:

1. Are current or former spouses;
2. Live together or have lived together;
3. Are related by blood or adoption;
4. Are related or were formally related by marriage; or,
5. Are adult or minor children of a person in a relationship described above.

Domestic violence

Includes, but is not necessarily limited to, the following:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

Sexual assault

The nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the

immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

Stalking: a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

Prohibition of Sexual Misconduct

Sexual misconduct is a form of sex discrimination prohibited by Title IX. TBR is committed to helping its institutions rid their campuses of any and all acts of sexual misconduct and discrimination. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. TBR and its institutions strictly prohibit these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy. Each institution shall adopt its own policy that is consistent with this policy.

Scope of the Policy

1. These procedures shall be utilized by any employee or student who has been a victim of sexual misconduct.
2. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment and the conduct has a reasonable connection to the institution.
3. Any employee or student who has knowledge of an act of sexual misconduct against another person shall report the crime to campus security and/or the institution's Title IX coordinator subject to the confidentiality policy set forth below.
4. This policy applies to all third parties. An example of a third party is a vendor with whom the institution contracts to provide services.
5. This policy applies to all students and employees, regardless of sexual orientation or gender identity.

Title IX Coordinators

Each institution shall designate one Title IX Coordinator. Institutions may designate deputies to assist the Title IX Coordinator; however, the Title IX Coordinator shall be responsible for overseeing all Title IX incidents reported to the institution and for implementation of this policy. It is the intent of TBR that each Title IX Coordinator will have the ability, opportunity, and responsibility to identify and address any systemic gender-based harassment, discrimination, or misconduct. Each institution shall clearly identify its Title IX Coordinator's name, contact information, and a comprehensive list of the Title IX Coordinator's duties. Each institution shall initiate a campaign to inform all students, faculty, and staff of such information. In addition, each institution shall report at the beginning of each new school year to TBR's Office of General Counsel the name of, and contact information for, the institution's Title IX Coordinator.

Reporting Sexual Misconduct

Confidentiality Policy

Each institution shall adopt a confidentiality policy that clearly sets forth a victim's options for reporting sexual misconduct. TBR encourages victims of sexual misconduct to talk to someone about what happened, whether they want their report to be investigated or not. Institutions should offer victims someone to talk to confidentially, so that they can get the support they need. Therefore, each institution shall clearly identify, by name and contact information, those employees to whom a student can disclose sexual misconduct in confidence. Institutions shall also either:

1. Clearly identify responsible employees who must report incidents to the Title IX coordinator; or
2. Clearly state that all other employees of the institution are required to report any allegation of sexual misconduct to the Title IX Coordinator.

For employees required to report allegations of sexual misconduct to the Title IX Coordinator, those employees shall be trained on their responsibility to report. The training shall include the name and contact information of the person to whom they should report the allegation. Employees required to report shall also be trained to inform victims of their obligation to report as soon as the employee realizes the victim is about to report an incident of sexual misconduct.

Reporting Pursuant to the Nottingham Act

Unless the victim of a sexual assault does not consent to the reporting of an offense, the chief security officer or chief law enforcement officer of each institution shall immediately notify the local law enforcement agency with territorial jurisdiction over the institution if the officer is in receipt of a report from the victim alleging that any degree of rape has occurred on the property of the institution. The chief security officer or chief law enforcement officer shall designate one (1) or more persons who shall have the authority and duty to notify the appropriate law enforcement agency in the absence of the chief security officer or chief law enforcement officer. In the case of an alleged rape, the institution's law enforcement agency shall lead the investigation. After notifying the local law enforcement agency, the institution shall cooperate in every respect with the investigation conducted by the law enforcement agency. T.C.A. § 49-7-129.

If the victim does not consent to the reporting, the chief security officer or chief law enforcement officer of each institution shall not report the offense to the local law enforcement agency. T.C.A. § 49-7-2207; Public Acts 2005, Chapter 305.

How to File a Report of Sexual Misconduct

TBR institutions shall clearly identify formal reporting options for Complainant of sexual misconduct. Formal reporting options may include criminal complaints, institutional complaints, anonymous complaints, and alternatives to reporting, such as privileged or confidential disclosures. Policies shall explain how each of these formal reporting options work and include contact information for the people to whom a report can be made. Subject to the institution's confidentiality policy, the Title IX Coordinator shall be notified of all complaints of sexual misconduct.

Investigation and Outcomes

Institutional Procedures

Each institution shall adopt procedures that are consistent with this policy and that clearly explain the institution's process for investigating and resolving complaints of sexual misconduct. The procedures shall include the specific rights outlined in this policy and shall be clearly communicated to all students, faculty, and staff. At a minimum, each institution's procedures shall require the following:

1. Each institution shall attempt 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. The Complainant may fill out a complaint form or submit a detailed written report of the incident. When the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated and appropriate action taken;
2. Complaints made anonymously or by a third party must also be investigated to the extent possible;
3. All proceedings will include a prompt, fair, and impartial investigation and result. It is the intent of the Tennessee Board of Regents that institutions shall provide the respondent and complainant equitable rights during the investigative and institutional hearing processes as further described in this policy;
4. The complainant and respondent shall be provided with the same opportunities to have others present during any proceeding, including the opportunity to be accompanied to any related meeting which they are allowed to attend by the advisor of their choice. Nothing in this policy shall be read to require an institution to allow the respondent to attend an interview of the complainant or other witnesses;
5. The institution shall not limit the choice of advisor for either the complainant or respondent;

6. The Complainant and Respondent will be simultaneously notified in writing of the result of the investigation, the institutional hearing, and any disciplinary matters, unless the complainant or respondent requests not to be informed of this information; the institution's procedures for the Respondent and the Complainant to appeal the result of the disciplinary proceeding; any change to the result of the disciplinary matter; and when such results become final;
7. The Complainant and the Respondent shall be timely notified of all meetings which they are allowed to attend and will be provided with timely access to any information that will be used during any disciplinary proceeding;
8. The preponderance of the evidence standard (i.e., more likely than not) shall be used in all stages of the complaint proceedings, including any investigation, hearings, and disciplinary matters;
9. Mediation between the Complainant and the Respondent is never an appropriate resolution in sexual misconduct cases;
10. All investigation, hearing, and disciplinary actions shall be conducted by officials who do not have a conflict of interest or bias for or against the Complainant or the Respondent. Each institution shall adopt a process by which either party may raise issues related to potential conflicts of interest of such individuals.
11. Legal Counsel shall always be consulted prior to investigation. Hereinafter, references to "Legal Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.
12. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate. Examples of such interim actions include, but are not limited to:
 - a. Providing an escort to ensure that the Complainant can move safely between classes and activities;
 - b. Ensuring that the Complainant and Respondent do not attend the same classes;
 - c. Moving the Complainant or Respondent to a different residence hall;
 - d. Providing counseling services;
 - e. Providing medical services;
 - f. Providing academic support services, such as tutoring; and
 - g. Arranging for the Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record.
13. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. Institutions shall follow the procedures set forth in TBR Policy 3:02:00:01- General Regulations on Student Conduct & Disciplinary Sanctions (and applicable institutional policies) before placing any student on interim suspension.
14. Institutional policies shall clearly state actions a Complainant of sexual assault should take to preserve evidence. A Complainant should not change or destroy clothes, take a shower or bath, wash his/her hands, use the toilet, brush his/her teeth, or clean up in any way. If the attack occurred in the Complainant's home or dorm room, the victim should not rearrange and/or clean up anything. It is very important for the Complainant to seek medical attention immediately so that the Complainant can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries. Valuable physical evidence can be obtained from the Complainant and the Complainant's clothing.
15. Institutional policies shall set forth parameters and clarify what information may and may not be shared during a parallel investigation with law enforcement (e.g., via a Memorandum of Understanding with local law enforcement).
16. Institutions shall not create a separate procedure for investigating and resolving complaints of sexual misconduct involving athletes or any other subgroup of students.

Appointing the Investigator

All complaints of sexual misconduct shall be presented to the Title IX Coordinator or designee. After consultation with legal counsel, if the Title IX Coordinator determines that the complaint contains an allegation of dating violence, domestic violence, sexual assault, or stalking, the Title IX Coordinator shall follow the procedures set forth in this policy and the applicable institutional policy to investigate and adjudicate the complaint. The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint. Only one person shall be identified as the Investigator. The Investigator shall, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

What the Investigation Should Entail

Once the Investigator receives the complaint, the Investigator shall notify the Complainant in writing of his/her rights and request a meeting. The investigator shall also notify the Respondent in writing of the complaint and his/her rights and request a meeting with the Respondent.

The investigation shall include interviews with both the Complainant and Respondent, unless either declines an in-person interview. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent or any other potential, relevant witness made known to the Investigator. The investigation shall also include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence. The Investigator is expected to request a list of relevant witnesses and evidence from Complainant and Respondent and take such into consideration. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation. The Investigator shall not consider any evidence about the Complainant's prior sexual conduct with anyone other than the Respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

The Investigator shall notify the Complainant, the Respondent, and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action.

Outcome of Investigation

Upon completion of the investigation, the Investigator shall draft a written report that includes the allegations made by the accuser, the response of the accused, and a summary of the investigation. The report shall be delivered to the Decision Maker designated by the institution. The Decision Maker shall, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

After review of the report, the Decision Maker shall make a determination as to whether or not a violation of this policy occurred. This determination shall be based on the preponderance of the evidence standard. The Decision Maker's determination and the justification shall be made in writing and provided simultaneously to the accuser and the accused. The Decision Maker's written report shall also contain a notice to both parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

Institutional Hearing Procedures

Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the Investigator within ten (10) days of receipt of the Decision Maker's decision. If a request is not received within ten (10) days, the Decision Maker's determination is final. Each institution shall adopt procedures for institutional hearings that are consistent with this policy.

1. The hearing may be held before either a hearing officer or hearing committee. All hearing officers and hearing committee members shall, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
2. Institutions are not required to allow formal discovery to occur between the parties.

3. Each party is entitled to have an advisor of their choice available; however, institutions may limit the involvement of the advisor during the hearing or any meeting related to the hearing.
4. The hearing officer or committee shall use a preponderance of the evidence standard.
5. The hearing officer or committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.
6. Each party shall be simultaneously notified of the hearing officer or committee's decision in writing. The parties shall also be simultaneously notified of their right to appeal the hearing officer or committee's determination to the President.

Appeal of Hearing Decision

If either party chooses to appeal the hearing officer/committee's decision, the party shall notify the Investigator in writing of their decision to appeal within five (5) business days of receipt of the hearing officer/committee's determination. If a written request for appeal is not received within five (5) days, the decision of the hearing officer/committee is final. Each institution shall adopt procedures to appeal the decision to the President. The President shall simultaneously notify the parties in writing of their decision and the justification for it. The President's decision as to whether or not a violation occurred is final.

Campus-Wide Environment

If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine any remedies needed to address the campus-wide environment. It is the intent of TBR that institutions will consider the impact of an incident of sexual misconduct on the campus as a whole and on specific groups or areas on campus. For example, if Title IX Coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

Institutional Disciplinary Action

1. If a final decision has been made that a policy violation occurred, the Respondent shall be referred to the appropriate personnel for a determination of discipline. The appropriate personnel will be determined by the status of the Respondent. For example, if the Respondent is a student, then the matter may be referred to the student conduct officer. If the Respondent is an employee, the matter may be referred to the Human Resources Department. Each institution shall adopt a policy that clearly outlines the procedures for referring the matter to the appropriate personnel for discipline. The policy shall include, at a minimum, the following rights for the Complainant:
 - a. The Complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.
 - b. The Complainant shall be allowed to have an advisor of their choice attend any meeting or hearing.
 - c. The Complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the Complainant as a witness for their case-in-chief.
 - d. The Complainant shall be allowed access to any evidence presented during any disciplinary meeting or hearing.
 - e. The Title IX Coordinator or designee shall be appointed as the Complainant's contact person for any questions or assistance during the disciplinary process.
 - f. The Complainant shall receive written notice of the outcome of the disciplinary process.
 - g. The Complainant and Respondent will be simultaneously notified in writing of the result of any proceeding related to the investigation and institutional hearing, unless the complainant or respondent requests not to be informed of this information; the institution's procedures for the Respondent and the Complainant to appeal the result of the disciplinary proceeding; any change to the result; and when such results become final.

Timeframe for Conducting the Investigation and Resolving the Complaint

Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, it is expected that the Investigator will conclude the investigation, that the Investigator will present a report to the appointed Decision Maker, and that the Decision Maker will notify the parties in writing of the determination. This timeframe does not include a hearing as the result of a request by either party. If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President, within thirty (30) days following the institution's receipt of the party's request for a hearing. If the Investigator, Decision Maker, or Hearing Officer determine that

additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation or hearing will be concluded, and the reasons for such delay. If either party determines that additional time is needed, that party shall request such in writing to either the Investigator (if the Decision Maker has not yet made a determination) or Hearing Officer (if a request for hearing has been received by the institution). The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The Investigator or Hearing Officer shall make every reasonable effort to respond to the request within two (2) business days following receipt of the request and shall notify both parties in written as to whether or not the request is granted.

Victim Services

TBR intends for each institution to provide resources and assistance to victims of sexual misconduct.

Institutions without On-Campus Services

Institutions without medical, counseling, or law enforcement services on their campuses, should partner with local community organizations that may be able to provide these services for victims of sexual misconduct. Any such partnership shall be clearly communicated to students, faculty, and staff. Any victim presenting to an institution without on-campus resources shall be informed about the agreement and encouraged to seek services from the partnering community organizations.

Victim Services Policy

Each institution shall adopt a policy describing the assistance and services it provides to victims. Each policy shall include, at a minimum, the following:

1. The identity and contact information for any trained on- and off-campus advocates and counselors who can provide an immediate confidential response in a crisis situation;
2. Emergency numbers for on- and off-campus safety, law enforcement, and other first responders, including the Title IX coordinator;
3. A description of the institution's sexual assault response team (SART) process and resources SART members can offer. If an institution does not have a SART, that institution should coordinate with local, community-based SARTs and describe their process, if any are available;
4. A list of health care options, both on- and off-campus, including options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and where and how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE);
5. A statement of the importance of seeking medical treatment in order to preserve evidence;
6. A list of locations, including contact information, for any available advocate (e.g., a local rape crisis center, on-campus advocacy program) who can accompany a victim to the hospital or health provider;
7. A statement that these services are available for victims of sexual misconduct whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process; and,
8. A description of interim measures an institution may be able to take to ensure the safety and well-being of the victim and interim measures pending the outcome of the investigation, including examples of interim measures.

When a Victim Presents

Each institution shall adopt a policy describing the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. At a minimum, institutions shall provide to victims written information regarding the following:

1. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;

2. How and to whom the alleged offense should be reported;
3. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to
 - a. Notify proper law enforcement authorities, including on-campus and local police;
 - b. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - c. Decline to notify such authorities;
4. Where applicable, the rights of the victim and the institution's responsibilities for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution; and
5. Options for, and available assistance in, changing academic, living, transportation, and working situations.

Education and Awareness

It is the intent of TBR that its institutions will offer educational programming and training to their students, faculty, and staff that are intended to end dating violence, domestic violence, sexual assault, and stalking.

TBR institutions shall create user friendly materials to explain the policy and how victims can get help, and provide those materials online and through other strategies appropriate for the campus. Institutional education related to sexual misconduct shall be provided to all incoming students. Institutions shall promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Education will also include information on how to prevent sexual assault, such as information on bystander intervention, as well as how to recognize abusive behavior and avoid potential abusive relationships. Students shall be trained on the procedures for filing a report, as well as procedures for institutional disciplinary action in cases of alleged sexual violence. Institutional education will also inform students of the sanctions and protective measures that the institution may impose once a report of sexual violence has been made.

Training

TBR institutions shall develop a plan for implementing and widely publicizing the sexual misconduct policy to the entire campus and provide mandatory training on the policy. Institutions shall establish procedures for regularly reviewing, evaluating, and updating the policy. At a minimum, institutions shall provide training for the Title IX coordinator, law enforcement, responsible employees, victim advocates, and anyone else involved in responding to, investigating, or adjudicating sexual misconduct. Institutional training may provide training to all employees likely to witness or receive reports of sexual violence, including professors, school law enforcement, school administrators, school counselors, general counsels, athletic coaches, health personnel and resident advisors.

Training should ensure that responsible employees with the authority to address sexual violence know how to appropriately respond to reports of sexual violence, that responsible employees know that they are obligated to report sexual violence to the Title IX coordinator or other designated official, and that all employees understand how to respond to reports of sexual violence. Training should also ensure that professional counselors, pastoral counselors, and non-professional counselors or advocates also understand the extent to which they may keep a report confidential.

Title IX Coordinator

The Title IX Coordinator at TCAT Knoxville:

Kasey Vatter, Assistant Director

kasey.vatter@tcatknoxville.edu

865-766-4339

Retaliation

TBR, its institutions, officers, employees, or agents are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising their rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

Discrimination and Harassment

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.

Introduction

- I. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth.
 - A. 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.
 - B. 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.

- II. All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.
 - A. 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.
 - B. Failure to do so may result in disciplinary action up to and including termination.

- III. All faculty members, students and staff are subject to this Guideline.
 - A. 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.

- IV. All faculty and staff members are required to cooperate with investigations of alleged discrimination or harassment.
 - A. Failure to cooperate may result in disciplinary action up to and including termination.
 - B. Students are also required to cooperate with these investigations; failure to do so may result in disciplinary action up to and including expulsion.

- V. 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.
 - A. All employees, including faculty members, are expected to participate in such education and training.
 - B. All faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment.

General Statement

- I. 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;
 - A. Executive Order 11246, as amended;
 - B. The Rehabilitation Act of 1973, as amended;
 - C. The Americans with Disabilities Act of 1990, as amended;
 - D. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
 - E. The Equal Pay Act of 1963, as amended;
 - F. Titles VI and VII of the Civil Rights Act of 1964, as amended;
 - G. Title IX of the Educational Amendments of 1972, as amended;
 - H. The Age Discrimination in Employment Act of 1967;
 - I. The Age Discrimination Act of 1975;
 - J. The Pregnancy Discrimination Act;
 - K. The Genetic Information Nondiscrimination Act of 2008; and
 - L. Regulations promulgated pursuant thereto.

- II. 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.
- III. 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.
- IV. 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.

Discrimination and Harassment

- I. Discrimination - Discrimination may occur by:
 - A. 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,
 - B. Having a policy or practice that has a disproportionately adverse impact on protected class members.
- II. Harassment – based on a protected class
 - A. 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;
 - 1. Adversely affects a term or condition of an individual’s employment, education, participation in an institution’s activities or living environment;
 - 2. 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
 - 3. 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.
 - B. 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.
 - C. 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.
- III. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following;
 - A. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;
 - B. Promising a work-related benefit or a grade in return for sexual favors;
 - C. 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;
 - D. Sexual innuendoes, comments, and remarks about a person’s clothing, body or activities;
 - E. Suggestive or insulting sounds;
 - F. Whistling in a suggestive manner;
 - G. Humor and jokes about sex that denigrate men or women;
 - H. Sexual propositions, invitations, or pressure for sexual activity;

- I. 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;
- J. Implied or overt sexual threats;
- K. Suggestive or obscene gestures;
- L. Patting, pinching, and other inappropriate touching;
- M. Unnecessary touching or brushing against the body;
- N. Attempted or actual kissing or fondling;
- O. Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion;
- P. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one's actual or perceived sexual orientation, gender identity/expression.

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment. Campus policies may delineate additional examples.

- IV. 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.
 - A. Complainant must be notified of his/her right to file a criminal complaint.

Consensual Relationships

- I. 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.
 - A. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.
 - B. 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.
 - C. 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.
 - D. 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.
 - 1. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

Procedures

- I. General
 - A. 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.
 - B. 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.
 - C. 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.
 - 1. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation.
 - 2. Legal Counsel should be contacted before any immediate action is taken.
 - D. 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.
- II. Filing Complaints
 - A. 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.

- B. Complaints must be brought within 365 days of the last incident of discrimination or harassment.
 - 1. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
 - 2. 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.

III. 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.
 - 1. All investigatory notes and documents shall be attorney work product.
 - 2. The Investigator shall notify the President that an investigation is being initiated.
- B. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the President 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.
 - 1. When the allegation of harassment is against the President 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.
- C. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline.
 - 1. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions' student disciplinary procedures.
- D. 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.
- E. 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.
 - 1. In certain circumstances, the lead institution for the TCAT may be asked to conduct the investigation.
 - 2. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel.
 - 3. The TCAT Presidents are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
- F. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
 - 1. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview.
 - 2. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent.
 - 3. The purpose of the investigation is to establish whether there has been a violation of the Guideline.
 - 4. 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.
- G. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties.

1. 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.
 2. Information may need to be revealed to the Respondent and to potential witnesses.
 3. However, information about the complaint should be shared only with those who have a need to know about it.
 4. 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.
 5. 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.
 6. Additionally, the Complainant shall be given assurances that measures will be taken against the Respondent should there be retaliation against him or her.
 7. Retaliation is prohibited and should be reported to the investigator immediately.
 8. Allegations of retaliation must also be investigated pursuant to the procedure set out in this Guideline.
- H. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint.
1. The Respondent may respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator's notification.
- I. 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.
- J. 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.
- K. 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.
1. Either party has the right to end informal processes at any time.
 2. Mediation will not be used in cases involving sexual assault.
 3. 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.
- L. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review.
1. 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.
 2. After review and approval by Legal Counsel, the report shall be submitted to the President within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline.
 3. 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.
 4. No working papers, statements, etc. generated in the investigation should be attached to the report.
 5. 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.
- M. 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.
1. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure.
 2. 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.
- N. The President 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.

1. After the President 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.
- O. If the investigation reveals evidence that a violation of the Guideline has occurred, the President must take immediate and appropriate corrective action.
 1. 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.
 2. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.
- P. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel.
 1. However, copies of the President'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.
 2. This file shall be maintained in a location designated by the President.
 3. 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.
 - a) Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.
 - b) Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.
 - c) If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.
- Q. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

IV. Appeal of Decision

- A. 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 decision concerning Respondent's responsibility for the alleged conduct.
 1. The appeal process shall consist of an opportunity for the parties to provide information to the institution's attention that would change the decision.
 2. 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 unless the President determines, in his/her sole discretion, to allow an in-person appeal.
- B. 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.
- C. Either party may send a written appeal to the President within ten (10) working days, absent good cause, of receipt of the President's determination.
 1. 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.
 2. Failure to do so may result in a denial of the appeal.
- D. The President 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 determination.

Other Applicable Procedures

- I. If the President'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).

Other Available Complaint Procedures

- I. 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.
 - A. 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.

- B. 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.

LIMITED ENGLISH PROFICIENCY

This guideline advises the Tennessee Board of Regents (TBR) System Office and its constituent institutions, as recipients of federal funds, of the obligation under Title VI of the Civil Rights Act of 1964 to take reasonable steps to provide meaningful access to persons with Limited English Proficiency (LEP).

Guideline

- I. Access
 - A. The Department of Justice defines persons with LEP as "those individuals who have a limited ability to read, write, speak or understand English." Because English is not the primary language of these individuals, they may have a limited ability to function in a setting where English is the primary language spoken, such as a TBR institution.
 - B. TBR and its institutions may encounter LEP persons in the form of international students, faculty, staff and other individuals seeking services and access to programs.
 - C. There are specific TBR policies and guidelines that deal with the ability to read, write, speak or understand English, including:
 - 1. Policy 2:03:00:00 "Admissions" - provides the basic English requirement for entering students.
 - 2. Guideline A-100 "Learning Support" - outlines learning support opportunities to assist students in reading and writing.
 - 3. Policy 2:08:30:00 "Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at TBR Institutions" - provides requirements related to English proficiency and the provision of professionally staffed ESL programs if the institution admits students not meeting those requirements.
 - D. The provisions below apply to other situations involving persons with LEP.
 - E. TBR System Office and campus staff will post services available to LEP persons in highly visible areas and also provide trained personnel to provide meaningful services and access to programs for these persons.
 - F. TBR System Office and campus staff will promptly identify the language and communication needs of the LEP person who makes himself or herself known to the institution.
 - G. TBR system Office and campus staff will then have options to address the LEP person's needs.
 - 1. These options may include but are not limited to:
 - a) Using language identification cards (or "I speak cards") or posters to determine the language;
 - b) Maintaining an accurate and current list showing the name, language, phone number and hours of availability of a staff interpreter, if applicable;
 - c) Contacting the appropriate staff member to interpret, in the event that an interpreter is needed and/or if an employee who speaks the needed language is available and is qualified to interpret;
 - d) If necessary, obtaining an outside interpreter if a staff interpreter is not available or does not speak the needed language.
 - H. When translation of vital documents is needed, the appropriate Title VI Coordinator will submit documents for translation into frequently-encountered languages to the responsible staff person or interpreter. Documents being submitted for translation must be in final, approved form.
 - I. TBR Title VI Coordinators will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from the public and community organizations.
 - J. Individuals who believe they have not been provided reasonable access to LEP services may file a complaint with the appropriate Title VI Officer within 180 days after the last incident of denial

Financial Aid



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— KNOXVILLE —

Financial Aid

The purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult or impossible to attend 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 Knoxville 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 award year basis. Renewal of financial aid is not automatic; students must file a FAFSA each year.

Financial Aid Eligibility

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 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 or were required to register between the ages of 18 to 26 years of age.
- (6) You 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. Your period of ineligibility may be shortened if certain conditions are met, such as successfully completing an approved drug rehabilitation program.
- (7) Have a signed state of education purpose saying that the student will use the money only for expenses related to attending the College (usually collected on the FAFSA).

Note: All Federal financial aid, including the Federal Pell Grant, require financial aid applicants to have previously obtained a high school diploma, HiSET, or approved home school certification. The State of Tennessee's Wilder-Naifeh Technical Skills Grant may be awarded without the financial aid applicant having obtained a high school diploma, HiSET, or approved home school certification.

Rights and Responsibilities of Financial Aid Recipients

You have the right to ask the school:

- (1) The names of its accrediting and licensing organizations.
- (2) About its programs, its instructional laboratory, and other physical facilities, and its faculty.
- (3) The cost of attendance, and what the policy is on refunds to the student who withdraws.
- (4) The financial assistance available, including information of all Federal, State, local, private and institutional financial aid programs.
- (5) The procedures and deadlines for submitting financial aid applications.
- (6) How it selects financial aid recipients.
- (7) How it determines your financial need.
- (8) How much financial need, as determined by the school, has been met.
- (9) How and when you will receive the aid.
- (10) To explain each type and amount of assistance in your financial aid package.
- (11) If offered a Federal Work Study job, what kind of job it is, what hours you may work, what your duties will

- be, what the rate of pay will be, and how and when you will be paid.
- (12) To reconsider your financial aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
 - (13) How the school determines whether you are making satisfactory progress and what will happen if you do not.
 - (14) What special facilities and service are available for disabled students?

It is Your Responsibility to:

- (1) Review and consider all information about the school's programs before you enroll.
- (2) Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place.
- (3) Know and comply with all deadlines for applying or reapplying for aid.
- (4) Provide documentation, corrections, and/or new information requested by the Financial Aid Office.
- (5) Notify the school of any information that has changed since you applied.
- (6) Read, understand, and keep copies of all forms.
- (7) Keep school updated with name, address, telephone number, or change in attendance status.
- (8) Understand the school's refund policy.
- (9) If you receive an over award or an overpayment of any aid, you must reimburse the school.

Available Financial Aid

To apply for financial aid go to the website www.FAFSA.ed.gov

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. Grants are based on a federal formula that measures your ability and that of your family to meet educational expenses. The formula produces an Expected Family Contribution number (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Opportunity Grant is for undergraduates with exceptional financial need, as determined by the EFC. Priority is given to Federal Pell Grant recipients with a 0 (zero) EFC and remaining need. Since students are admitted on an ongoing basis throughout the year, the lowest EFC may mean the lowest EFC for the group of applicants whose aid is begin packaged at the same time. FSEOG may be awarded to students who have a higher EFC if there are remaining funds. The amount of the FSEOG award is \$100.00 per payment period for full-time students FSEOG awards are restricted to undergraduate students only.

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-funded grant program that awards financially needy, undergraduate students that are Tennessee residents and have an EFC of 2100 or less. Beginning 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.

Wilder-Naifeh Technical Skills Grant (WNTSG)

The Wilder-Naifeh Technical Skills Grant is a part of the Tennessee Education Lottery Scholarship (TELS) Program. The WNTSG is a grant that is available to students who have been a Tennessee resident for one year prior to enrollment and attend a Tennessee College of Applied Technology. The award is not based on financial need. You cannot receive the WNTSG if you are in default on a student loan even if you are in repayment status.

TN Dual Enrollment Grant The Dual Enrollment Grant provides financial assistance to qualified high school students in pursuit of postsecondary study at an eligible Tennessee public or private institution while receiving college credit. The grant requires completion of the grant application which may be found by accessing the website: www.collegepaystn.com and locating lottery scholarship, then DE Grant and App PDF.

Applying for Financial Aid

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. You will need to include our Federal School Code #004025 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 Tennessee College of Applied Technology Knoxville Financial Aid Office for access and assistance in completing the FAFSA application on-line.

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

Pell Grant The FAFSA must be received by the processor no earlier than October 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.

Tennessee Student Assistant Award The TSAA is awarded to prior-year recipients (renewals) 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.

Wilder Naifeh Technical Skills Grant 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.

Fall Term Deadline – November 1st

Spring Term Deadline – March 1st

Summer Term Deadline – June 1st

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.

- (1) Must be a Tennessee resident for one year prior enrollment. State residency is determined using TBR promulgated rules; TBR Rules 02402-2. A dependent student's eligibility is based on parents' residency.
- (2) Must not be incarcerated
- (3) Must meet the enrollment requirements for both the school and the program. (Do not have to have a high school diploma or HiSET 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.)
- (4) Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- (5) Must have never received the Tennessee HOPE Scholarship or have received the highest level certificate or diploma in a program of study with Wilder-Naifeh Technical Skills Grant funding.
- (6) Must not be in default on a Federal Title IV student loan or owe a refund or repayment of a federal grant or scholarship.

Note: 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 following requirements.

- (1) Continue to meet all eligibility requirements as stated above.
- (2) Reapply each year using the FAFSA by the application deadline date.
- (3) Maintain continuous enrollment* (unless a leave of absence or military mobilization leave is granted).
- (4) Maintain enrollment status during the term (unless a change in status is granted).
- (5) Maintain satisfactory progress according to standards used for financial aid purposes. Students must meet grade and attendance requirements as well as the 133.3% timeframe requirement.

***Non-continuous enrollment is considered a break in enrollment for an entire trimester.**

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

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 President 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 the notification of denial. The IRP may review the student's appeal with or without a hearing and shall make a determination not 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, TN 37243**

Verification Applications are randomly selected by the Department of Education for verification or by the school if discrepancies appear on the FAFSA Student Aid Report. Students may be asked to verify income, federal income tax paid, household size, number of family members enrolled at least part-time in post-secondary education, child support paid or received and certain untaxed income and benefits received. Other information or documentation might also be required as deemed necessary by the Financial Aid Office.

If the applicant is selected for verification by the Department of Education it is his/her responsibility to provide requested information or documentation in order to be eligible to receive Title IV financial aid funds. Verification must also be completed to be eligible for the Wilder-Naifeh Technical Skills Grant. The institution will notify the application of the requirements through written and /or verbal communications.

Applicants must provide the requested information or document no later than 3 months from the date of the verification letter. The institution will not disburse any funds for an applicant who fails to provide the requested information or documentation within the specified time period. When all the necessary verification documents are received, the information is compared with the ISIR. Any corrections are submitted by the school using FAA

(Financial Aid Administrator) Access to CPS (Central Processing Service) online.

Award Notification Letter An Award Notification Letter will be processed when an enrollment date has been determined and all the requested information and documentation has been received, reviewed, and the file is considered complete. The Award Notification Letter will show all the awards the student may be eligible for the award year or the remainder of the award year.

Special Circumstances For Pell Grant Eligibility Financial Aid Administrators have the authority to use professional judgment in certain situations. In these cases, the Financial Aid Administrator may adjust one or more data elements on a processed FAFSA to take into account circumstances that have changed in a student's household or income. Examples are involuntary loss of job or income, death of a spouse or parent, and divorce. Other circumstances may apply and should be discussed with the Financial Aid Administrator. If the situation meets one or more of these conditions a Special Circumstance Appeal may be submitted to the Financial Aid Committee for consideration. The appeal form may be obtained from the Financial Aid Office. The decision of the Committee is final.

Dependency Override The U.S. Department of Education has stated that self-sufficiency and a parent(s) not claiming the student on a tax return does not qualify as unusual circumstances or merit a dependency override. Unless there is additional justification, self-sufficient students under the age of 24 should be considered dependent: There are two examples given in the Federal Financial Aid Handbook as additional justification: abusive family environment and abandonment by parents. Therefore, in order to process a dependency override for self-sufficient student additional justification that can be documented in writing by third party independent sources would be necessary.

Please see the Financial Aid Office for more information.

Academic Year and Payment Periods

The academic year is defined as 44 weeks and 1296 clock hours. Some programs are longer than an academic year and will span into a second academic year.

Payment periods determine when Pell Grant and SEOG funds are disbursed and the amount to be disbursed. There are two financial aid payment periods per academic year. For all programs, the first payment period is the period in which the student successfully completes half the clock hours and half of the weeks in the academic year. The second payment period is the period in which the student successfully completes the remainder of the hours and weeks in the program for the academic year.

The Wilder-Naifeh Technical Skills Grant (WNTSG) and the Tennessee Student Assistance Award (TSAA) will be disbursed each trimester.

The Truck Driving program is not eligible for Pell Grant funds; therefore, the program does not have payment periods.

For a 1296 hour program there will be 2 payment periods:

1st year

Payment Period 1

648 hours 22 weeks

Payment Period 2

648 hours 22 weeks

For a 1728 hour program there will be 3 payment periods:

1st year

Payment Period 1

648 hours 22 weeks

Payment Period 2

648 hours 22 weeks

2nd year
Payment Period 3
432 hours 15 weeks

For a 2160 hour program there will be 4 payment periods:

1st year
Payment Period 1
648 hours 22 weeks

Payment Period 2
648 hours 22 weeks

2nd year
Payment Period 3
432 hours 15 weeks

Payment Period 4
432 hours 15 weeks

For a 1500 hour program there will be 3 payment periods:

1st year
Payment Period 1
648 hours 22 weeks

Payment Period 2
648 hours 22 weeks

2nd year
Payment Period 3
204 hours 7 weeks

For a program less than an academic year but greater than a payment period there will be 2 payment periods:

1st year
Payment Period 1
316 hours 11 weeks

Payment Period 2
316 hours 11 weeks

Note: Evening program will be 24 hours per week and will extend the payment period beyond the 22 weeks.

When determining the length of payment periods, the program hours may be reduced from the published program hours due to previous enrollment hours in the program, transfer credit hours accepted from another College of Applied Technology, or transfer credit hours accepted from training in high school or another approved institution.

Federal Student Aid (Pell Grant and SEOG) will not be paid for clock hours beyond the published program hours. All previously enrolled clock hours must be considered in most programs in the calculation of the total program hours even if no Federal Student Aid has been received for these hours.

A student that withdraws from the program and returns within 180 days will remain in the same payment period when he/she returns. If all financial aid for the payment period has been disbursed there would not be any funds available for disbursement until the student successfully completes the payment period.

A new payment period will generally be calculated for a student that has withdrawn and returns after 180 days into the same program or enrolls in a new program. Previous clock hours earned may reduce the total program hours for some programs.

Financial Aid Disbursement In keeping with federal grant regulations, the Tennessee College of Applied Technology Knoxville pays federal grant funds in payment period increments. Payment periods are defined by regulation and are determined by your program length and academic year not by trimesters. TCATK 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 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 cost estimates for the 2nd term (trimester) that falls within the payment period will be calculated and reserved to cover the costs. Once actual costs are determined and excess funds have been withheld, a check will be mailed to the student's current address on file. If insufficient funds have been reserved, leaving a remaining balance of direct school costs, the student will be responsible for paying that balance when due.

Funds will not be reserved to cover estimated book or supplies needed for the 2nd term (trimester) within the payment period. Normally, if a student is eligible for the Wilder-Naifeh Technical Skills Grant, these funds would be available to use for estimated book or supplies cost. Otherwise, the student would be responsible for any estimated book or supplies expenses.

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 for which you have been paid, you are at risk for overpayment with the Department of Education and may owe money to the school.

Examples on the next page show 2 different scenarios of payments to tuition/fees and books and disbursement checks to students.

Financial Aid Disbursement Example 1

1296 clock hour program

Pell Grant

Academic Year 1296 Clock Hours			
Payment Period #1 September to February	Payment Period #2 February to August		
648 clock hours	648 clock hours		
Pell Grant Award pp #1 \$ 2823	Pell Grant Award pp #2 \$ 2822		
Tuition/Fees 1 st term -1059	Tuition/Fees Reserved for 3 rd term <u>-1059</u>		
Books 1 st term - 472	Disbursement Check \$ 1763		
Tuition/Fees Reserved for 2 nd term <u>-1059</u>			
Disbursement Check \$ 233			

Wilder-Naifeh Technical Skills Grant

Fall Trimester	Spring Trimester	Summer
432 clock hours	432 clock hours	432 clock hours
WNTSG Fall Award \$667	WNTSG Spring Award \$666	WNTSG Summer Award \$ 667
Disbursement Check \$667	Books 2 nd term <u>- 287</u>	Books 3 rd Term <u>- 179</u>
	Disbursement Check \$ 379	Disbursement Check \$ 488

Financial Aid Disbursement Example 2

1296 clock hour program

Pell Grant

Academic Year 1296 Clock Hours			
Payment Period #1 September to February		Payment Period #2 February to August	
648 clock hours		648 clock hours	
Pell Grant Award pp #1	\$ 2823	Pell Grant Award pp #2	\$ 2822
Tuition/Fees 1 st term	- 392	Tuition/Fees	
Books 1 st term	- 472	Reserved for 3 rd term	<u>-1059</u>
Tuition/Fees		Disbursement Check	\$ 1763
Reserved for 2 nd term	<u>- 1059</u>		
Disbursement Check	\$ 900		

Wilder-Naifeh Technical Skills Grant

Fall Trimester	Spring Trimester	Summer
432 clock hours	432 clock hours	432 clock hours
WNTSG	WNTSG	WNTSG
Fall Award \$ 667	Spring Award \$ 666	Summer Award \$ 667
Tuition/fees 1 st term \$ 667	Books 2 nd term <u>-287</u>	Books 3 rd Term <u>-179</u>
Disbursement Check \$ 0	Disbursement Check \$ 379	Disbursement Check \$ 488

Satisfactory Progress for Financial Aid (SAP)

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.)
- (3) 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 re-establish financial aid, a student must make satisfactory academic progress at the next evaluation date.
- (4) Remedial Courses
 - a. Any courses considered 'remedial' are included in the student's normal program of study and are included in the students SAP calculation.
- (5) Program Changes
 - a. Changes in program will not affect SAP because a student will then have a new program length and new payment periods.
- (6) Transfer Credit

- a. 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.

Program Repeats A 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

(1) Course Repeats

- a. 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).

Withdrawals A withdrawal 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 the Department of Education, is eligible to receive Federal Student Aid 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

- (1) Reentry after 180 days and transfer students – generally, a new payment period will be calculated for a clock hour program for:
 - (a) A student who withdraws and then reenters the same program at the same institution after 180 days, or,
 - (b) 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*.

Maximum Time Frame This is for maximum timeframe only, cannot pay more than 100% of student's published program length.

- (1) A student may continue to receive Title IV Financial Aid and State Aid at the pace of 75% or greater until he/she been enrolled 133.3% of their scheduled hours.

For example: A full-time student enrolled in a 1,296 hours (12 months) program progressing at a rate of 75% may take up to 1,728 hours (16 months) to successfully complete the 1,296 hours.

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 Wilder-Naifeh Technical Skills Grant For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. A LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student or of an immediate family member, extreme financial hardship of the student or immediate family member, or other extraordinary circumstances that are beyond the student's control where continued enrollment creates a substantial hardship.

The student must see the 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 will 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.

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 for Wilder-Naifeh Technical Skills Grant 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 Financial Aid Office a copy of their military orders and complete a Leave of Absence request form.

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 mobilization. The hours attempted during the term that the leave was granted would not be taken into consideration for purposes 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 before the point when 60% of the payment period hours are scheduled to be completed.
- Received or could have received a disbursement of Title IV Funds (Pell Grants or SEOG).

If both of the 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.

Return of Title IV Funds calculation will be performed for any Title IV financial aid recipient who exits the program. This may be due to withdrawal or completion of the program. 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:

- Pell Grant
- FSEOG

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 of Title IV grant Funds to be Returned by the Student

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.

- Pell Grant
- 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 for federal grants or make satisfactory payment arrangements in order to be readmitted or placed on the appropriate waiting list.

A Return to Title IV Worksheet (R2T4) may be requested from the Financial Aid Office.

Loss of Aid Eligibility Due to a Drug Conviction

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study).

If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to the <http://www.fafsa.ed.gov/FAFSA> on the Web site, click on "Before Beginning a FAFSA" in the left column, then click on "Student Aid Eligibility Worksheet" to find out how this law applies to you.

Outside Agency Assistance

Veterans Assistance

This program assists eligible veterans and dependents of veterans by providing educational benefits through the Department of Veterans Affairs (VA). Veterans and their dependents will apply directly to the VA at <http://www.gibill.va.gov/apply-for-benefits/application/>.

Upon enrollment at Tennessee College of Applied Technology Knoxville, first day of class, veterans should present their Form DD-214 (*Certificate of Release or Discharge from Active Duty*) and their *Certificate of Eligibility*, to the School Certifying Official (SCO) in the Student Services Department. Once the SCO has met with the veteran the SCO will certify with the VA that the student is attending school. Veterans will receive their benefit checks directly from the VA 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 VA 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 Innovation and Opportunity Act (WIOA)

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

Full-time Programs Information and Structure



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— KNOXVILLE —

This section outlines all of our full-time programs. We also offer a variety of on-line and part-time courses. Please visit our website (www.tcatknoxville.edu) for more information.

Tennessee College of Applied Technology Knoxville recognizes the importance of institutional and occupational advisory committees to the successful operation of the school. The College utilizes a General Advisory Committee to assist in the development of school programs and objectives, and each program has an advisory committee to assist in updating curriculum, equipment, and placement.

Graduation Rate for 2016:	79%
Placement Rate for 2016:	76%
Average Salary:	\$24,100 to \$38,200

The Administrative Office Technology program offers a wide selection of career training opportunities in the Administrative, Accounting, and Medical fields. Our graduates meet the constant demand for efficient administrative assistants, medical coders, computer applications operators, and bookkeepers.

Students will receive one trimester (four months) of training in general office assistant and one trimester in office software. In addition, students will choose an elective in administrative assistant, accounting assistant, or medical administrative assistant for their last trimester to complete their training. Both Administrative Assistant and Medical Administrative Assistant include practicum hours during the last trimester in which the student will be working in field to complete their training.

Job Duties

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Courses Outline:

First Trimester:

- AOT 0001 Worker Characteristic
- AOT 1010 Orientation & Safety
- AOT 1020 Office Technology Foundations
- AOT 1030 Keyboarding & Data Entry
- AOT 1040 Office Procedures I
- AOT 1050 Computer Essentials

Second Trimester:

- AOT 0002 Worker Characteristic
- AOT 2010 Word Processing Applications
- AOT 2020 Spreadsheet Applications
- AOT 2030 Office Procedures II
- AOT 2040 Employability Skills

Third Trimester:

- AOT 0003 Administrative Assistant, Worker Characteristic
- AOT 3010 Administrative Assistant, Business Communications
- AOT 3020 Administrative Assistant, Customer Service
- AOT 3030 Administrative Assistant, Financial Functions
- AOT 3040 Administrative Assistant, Practicum & Simulations
- AOT 0003 Accounting Assistant, Worker Characteristic
- AOT 3050 Accounting Assistant, Accounting
- AOT 3060 Accounting Assistant, Payroll
- AOT 3070 Accounting Assistant, Automated Accounting
- AOT 0003 Medical Administrative Assistant, Worker Characteristic
- AOT 3080 Medical Administrative Assistant, Medical Terminology
- AOT 3090 Medical Administrative Assistant, Medical Ethics & Office Management
- AOT 3100 Medical Administrative Assistant, Intro to Medical Insurance
- AOT 3110 Medical Administrative Assistant, Electronic Health Records
- AOT 3120 Medical Administrative Assistant, Medical Practicum & Simulation

Completion Awards

	Hours
General Office Assistant Certificate	432 hours
Office Software Specialist Certificate	864 hours
Administrative Assistant Diploma	1,296 hours
Accounting Assistant Diploma	1,296 hours
Medical Administrative Assistant Diploma	1,296 hours

AUTOMOTIVE TECHNOLOGY:**20 MONTHS – 2160 CLOCK HOURS**

Graduation Rate for 2016:	48%
Placement Rate for 2016:	90%
Average Salary:	\$23,700 to \$48,800

The Automotive Technology program provides instruction in current methods of service and repair of automobiles. Students are taught the use of manuals and how to utilize available resources to assist in diagnosis and corrections of automotive problems. They are instructed in the proper use of equipment and tools. Throughout the course, students are prepared to take the ASE Certifying examinations, which are offered twice per year in the Knoxville area. The Automotive Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF) to the Master Automobile Service Technology (MAST) level in all areas of training.

Job Duties

Diagnose, adjust, repair, or overhaul automotive vehicles.

Courses Outline:**First Trimester:**

AUT 0001 Worker Characteristic
AUT 1010 Brakes
AUT 1020 Suspension and Steering

Second Trimester:

AUT 0002 Worker Characteristic
AUT 2010 Engine Repair
AUT 2020 Heating and Air Conditioning

Third Trimester:

AUT 0003 Worker Characteristic
AUT 3010 Electric and Electronic Systems

Fourth Trimester:

AUT 0004 Worker Characteristic
AUT 4010 Engine Performance

Fifth Trimester:

AUT 0005 Worker Characteristic
AUT 5010 Manual Drive Trains & Axles
AUT 5020 Automatic Transmissions and Transaxle

Completion Awards**Hours & Awards**

MoPar	432 hours – Certificate
Light Maintenance Repair Technician	432 hours – Certificate
Automotive Technician Assistant	864 hours – Certificate
Automotive Technician Apprentice	1728 hours - Certificate
Master Automotive Technician	2,160 hours—Diploma

COLLISION REPAIR TECHNOLOGY**16 MONTHS – 1728 CLOCK HOURS**

Graduation Rate for 2016	62%
Placement Rate or 2016	100%
Average Salary	\$22,300 to \$40,000

The Collision Repair Technology is designed to introduce and train the student to analyze and estimate vehicles for repairing vehicles to pre accident condition. During the training students will learn how to operate hand tools, power tools, welders and shop equipment used in the collision trade. With this training; students will learn how to repair dents in sheet metal, repair composite materials, measure and pull frames, collision mechanical and refinish vehicles using spray equipment bringing the vehicle to pre-accident condition.

The Collision Repair Technology program is a National Automotive Technicians Education Foundation (NATEF) certified program and is approved by the National Institute for Automotive Service Excellence (ASE). ASE offers five certification areas in the Collision trade.

Job Duties

Repair and refinish automotive vehicle bodies and straighten vehicle frames.

Courses Outline:**First Trimester:**

- CRT 0001 Worker Characteristic
- CRT 1010 Safety
- CRT 1020 Related Math
- CRT 1030 Non-Structural Analysis and Damage Repair

Second Trimester:

- CRT 0002 Worker Characteristic
- CRT 2010 Advanced Non-Structural Analysis and Damage Repair
- CRT 2020 Welding
- CRT 2030 Structural Analysis & Damage Repair

Third Trimester:

- CRT 0003 Worker Characteristic
- CRT 3010 Advanced Structural Analysis & Damage Repair
- CRT 3020 Mechanical and Electrical Components
- CRT 3030 DA ECS
- CRT 3040 Workplace Skills

Fourth Trimester:

- CRT 0004 Worker Characteristic
- CRT 4010 Painting and Refinishing

Completion Awards

	Hours
Non-Structural Assistant Certificate	432 hours
Non-Structural and Structural Assistant Certificate	864 hours
Collision Repair Technician Diploma	1296 hours
Automotive Refinishing Technician Diploma	1296 hours
Collision Repair and Refinishing Technician Diploma	1728 hours

<i>Graduation Rate for 2016</i>	<i>57%</i>
<i>Placement Rate for 2016</i>	<i>64%</i>
<i>Average Salary:</i>	<i>\$29,900 to \$46,000</i>

The industries relating to the installation, operation, and support of computer and network information systems are ever-expanding and challenging fields that offer a diversity of vocational opportunities for those individuals pursuing a career in this occupational area. In order to prepare students for an entry-level position in these occupations, the Computer Information Technology program has been developed to provide academic, hands-on, and valuable real-world training with the fundamental skill sets essential to those who strive to become a professional in the computer and network information systems industries.

Job Duties

Repair, maintain, or install computers, word processing systems, automated teller machines, and electronic office machines, such as duplicating and fax machines.

Courses Outline:

First Trimester:

CIT 0001 Worker Characteristic
 CIT 1010 Orientation and Safety
 CIT 1020 Computer Concepts
 CIT 1030 Introduction to Applications
 CIT 1040 Intro to Operating Systems
 CIT 1050 Hardware and Trouble Shooting
 CIT 1060 A+ Certification Preparation

Second Trimester:

CIT 0002 Worker Characteristic
 CIT 2010 Prep for Networking+ Cert
 CIT 2020 Prep for Security+ Cert

Third Trimester:

CIT 0003 Worker Characteristic
 CIT 3010 Advanced Networking

Fourth Trimester:

CIT 0004 Worker Characteristic
 CIT 4010 Pro Networking I

Fifth Trimester:

CIT 0005 Worker Characteristic
 CIT 5010 Level II Networking

Completion Awards

	Hours
Desktop Technician Certificate	432 hours
Networking + Certificate	651 hours
Security + Certificate	864 hours
Computer System Support Diploma	1296 hours
IT Specialist Diploma	1728 hours
IT Systems Coordinator Diploma	2160 hours

COSMETOLOGY**16 MONTHS – 1500 CLOCK HOURS**

<i>Graduation Rate for 2016</i>	42%
<i>Placement Rate for 2016</i>	83%
<i>Average Salary:</i>	\$18,300 to \$31,700

The Cosmetology program at the Tennessee College of Applied Technology Knoxville provides the student with basic theory and clinical knowledge of the beauty industry through the use of approved textbooks, classroom instruction, and practical application with mannequins and live models.

Job Duties

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Courses Outline:**First Trimester:**

COS 0001 Worker Characteristic
COS 1010 Orientation
COS 1020 Sterilization, Bacteriology
COS 1030 Anatomy and Physiology
COS 1040 Shop Ethics and Salesmanship
COS 1050 State Law
COS 1060 Tech Foundations
COS 1070 Shampooing and Rinsing
COS 1080 Hair and Scalp Care
COS 1090 Hair Shaping
COS 1100 Hairstyling
COS 1110 Facials
COS 1120 Manicuring and Pedicuring
COS 1130 Permanent Waving
COS 1140 Hair Structure and Chemistry

Second Trimester:

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

Third Trimester:

- COS 0003 Worker Characteristic
- COS 3010 Sterilization Bacteriology III
- COS 3020 Anatomy and Physiology III
- COS 3030 Shop Ethics & Salesmanship III
- COS 3040 Hair Shaping III
- COS 3050 Hairstyling III
- COS 3060 Facials and Eyebrows II
- COS 3070 Permanent Waves III
- COS 3080 Hair Relaxers II
- COS 3090 Hair Color and Lightening III
- COS 3100 Sculptured Nails

Fourth Trimester:

- COS 0004 Worker Characteristic
- COS 4010 Sterilization, Bacteriology IV
- COS 4020 Shop Ethics & Salesmanship IV
- COS 4030 State Law II
- COS 4040 Hair Shaping IV
- COS 4050 Hairstyling IV
- COS 4060 Permanent Waving IV
- COS 4070 Hair Relaxers III
- COS 4080 Hair Color and Lightening IV

Completion Awards

Cosmetologist Diploma

Hours

1500 Hours

DENTAL ASSISTING**12 MONTHS - 1296 HOURS**

Graduation Rate for 2016	76%
Placement Rate for 2016	82%
Average Salary	\$34,400 to \$45,000

The Dental Assisting program prepares students to become members of the dental health care team. The course includes theory with demonstrations and classroom instruction. Students receive supervised experience performing procedures using study models, mannequins, and other simulated methods. Students receive three months of supervised experience in the clinical setting performing procedures on dental patients in a dental office.

The Dental Assisting program is accredited by the Commission on Dental Accreditation which allows graduates to be eligible to sit for the National Certifying Board Exam and the State of Tennessee Registration Board Exam.

Courses Outline:**First Trimester:**

- DTA 0001 Worker Characteristic
- DTA 1010 Professional Orientation
- DTA 1020 Anatomy & Physiology
- DTA 1030 Dental Anatomy
- DTA 1040 Head & Neck
- DTA 1050 Embryology & Histology
- DTA 1060 Micro & Sterilization
- DTA 1070 Pathology
- DTA 1080 Oral Diagnosis
- DTA 1090 Prevention & Nutrition
- DTA 1100 Office Emergencies
- DTA 1110 Pharmacology
- DTA 1120 Operative I
- DTA 1130 Psychology & Communication

Second Trimester:

- DTA 0002 Worker Characteristic
- DTA 2010 Dental Materials I
- DTA 2020 Dental Materials II
- DTA 2030 Radiology I
- DTA 2040 Radiology II
- DTA 2050 Operative II
- DTA 2060 Operative III
- DTA 2070 Ethics & Jurisprudence
- DTA 2080 Prosthodontics

Third Trimester:

- DTA 0003 Worker Characteristic
- DTA 3010 Practice Management
- DTA 3020 Clinical Externship
- DTA 3030 Radiology III
- DTA 3040 Endodontics
- DTA 3050 Periodontics
- DTA 3060 Orthodontics
- DTA 3070 Oral Surgery
- DTA 3080 Pedodontics

Completion Award

Dental Assistant Diploma

Hours

1,296 hours

DIESEL POWERED EQUIPMENT TECHNOLOGY**20 MONTHS - 2160 CLOCK HOURS**

<i>Graduation Rate for 2016</i>	<i>88%</i>
<i>Placement Rate for 2016</i>	<i>91%</i>
<i>Average Salary</i>	<i>\$36,700 to \$54,500</i>

The Diesel Powered Equipment Technology program provides students with the technical instruction and skill development to enable students to enter employment in truck, construction, agricultural equipment, and other related fields as technicians. By working in the fuel injection lab and on actual diesel powered equipment, students are well prepared to enter the workforce after graduation. The Diesel Powered Equipment Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF).

Job Duties

Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.

Courses Outline:**First Trimester:**

DPE 0001 Worker Characteristic
 DPE 1010 Orientation
 DPE 1020 Safety
 DPE 1030 General Shop Skills
 DPE 1040 Preventative Maintenance
 DPE 1050 Basic Diesel Theory

Second Trimester:

DPE 0002 Worker Characteristic
 DPE 2010 Diesel Engine Mechanical

Third Trimester:

DPE 0003 Worker Characteristic
 DPE 3010 Basic Electricity and Electronics
 DPE 3020 Electronic Diesel Engine Controls

Fourth Trimester:

DPE 0004 Worker Characteristic
 DPE 4010 Brakes
 DPE 4020 Suspension and Steering
 DPE 4030 Hydraulics

Fifth Trimester:

DPE 0005 Worker Characteristic
 DPE 5010 Drive Trains
 DPE 5020 Heating Ventilation & AC

Completion Awards

	Hours
Preventative Maintenance Service Technician Certificate	432 Hours
Diesel Engine Assembler Certificate	864 Hours
Diesel Technician Apprentice Certificate	1,296 Hours
Diesel Technician Assistant Certificate	1,728 Hours
Diesel Technician Diploma	2,160 Hours

HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION
16 MONTHS – 1728 CLOCK HOURS

Graduation Rate for 2016	77%
Placement Rate for 2016	83%
Average Salary	\$33,200 to \$53,700

The HVAC & R program is an individualized program that prepares students to work in a variety of jobs in the field of air conditioning and refrigeration. Students are prepared to troubleshoot, repair, and maintain residential & commercial refrigeration, air conditioning, heat pumps, humidifiers, and electrical and gas heating. Students also learn the fundamentals of electricity, electric motors, and controls. Graduates of the program will be able to install and braze refrigeration tubing, diagnose electrical problems; install duct systems; repair light commercial equipment; recover air conditioning and refrigeration refrigerants; locate and repair leaks.

Job Duties

Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Courses Outline:

First Trimester:

- HVA 0001 Worker Characteristic
- HVA 1010 Technology Foundations
- HVA 1020 OSHA
- HVA 1030 Shop Safety
- HVA 1040 Refrigeration Fundamentals
- HVA 1050 Tools Equipment & Shop Practices
- HVA 1060 Electricity and Controls I
- HVA 1070 Installation
- HVA 1080 Green Awareness
- HVA 1090 Employment Readiness Exam

Second Trimester:

- HVA 0002 Worker Characteristic
- HVA 2010 Introduction to System Service
- HVA 2020 Basic Automatic Controls
- HVA 2030 Motors
- HVA 2040 Domestic Appliances
- HVA 2050 EPA
- HVA 2060 Employment Readiness Exam

Third Trimester:

- HVA 0003 Worker Characteristic
- HVA 3010 Gas Electric and Heat
- HVA 3020 Air Conditioning (Cooling)
- HVA 3030 Heat Pumps
- HVA 3040 Carbon Monoxide
- HVA 3050 All Weather Systems Exam

Fourth Trimester:

- HVA 0004 Worker Characteristic
- HVA 4010 Electricity and Controls II
- HVA 4020 Commercial Refrigeration
- HVA 4030 Employment Readiness Exam

Completion Awards

	Hours
HVAC Mechanic Assistant Certificate	432 Hours
Domestic Unit Repairer Certificate	864 Hours
Heating, Ventilation, and Air Conditioning Technician Diploma	1,296 Hours

INDUSTRIAL ELECTRICITY**12 MONTHS – 1296 CLOCK HOURS**

<i>Graduation Rate for 2016</i>	<i>91%</i>
<i>Placement Rate for 2016</i>	<i>83%</i>
<i>Average Salary</i>	<i>\$37,300 to \$61,500</i>

The Industrial Electricity is a NCCER program that utilizes classroom instruction and lecture, individualized modules, and hands-on experience at job sites to provide the student with the knowledge to be a residential electrician, pre-journeyman, journeyman, electrical maintenance worker, or electrical technician. Graduates of the program will have a strong foundation in the basic principles of electricity, including motor generator principles; meters; testing equipment and instruments; blueprint reading and math; residential wiring; National Electric Code; industrial wiring/distribution; related electronics; and shop management and records.

Job Duties

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

Courses Outline:**First Trimester:**

INE 0001 Worker Characteristic
 INE 1010 Orientation and Safety
 INE 1020 Basic Principles and Meters
 INE 1030 Basic Electronics
 INE 1040 National Electrical Code I
 INE 1050 Wiring
 INE 4050 Drawings and Documentation

Second Trimester:

INE 0002 Worker Characteristic
 INE 2010 National Electrical Code II
 INE 2020 Motors and Transformers
 INE 2030 Motor Control and Timers I

Third Trimester:

INE 0003 Worker Characteristic
 INE 3010 Motor Control and Timers II
 INE 3020 Installation Guidelines I
 INE 4030 NEC Commercial-Industrial
 INE 4040 Programmable Logic Controllers

Completion Awards

	Hours
Electrician Helper Certificate	432 Hours
Electrician Apprentice Class II Diploma	864 Hours
Electrician Apprentice Class I Diploma	1,296 Hours

Graduation Rate for 2016	83%
Placement Rate for 2016	76%
Average Salary	\$36,400 to \$55,100

The Industrial Maintenance/Mechatronics Technology Program (IMM) is designed and managed to produce highly skilled individuals in the areas of mechanical and electrical industrial machinery repair. The program consists of Mechanical Training, to include all types of power transmission techniques, belt drives systems, chain drives, alignment methods, and coupling methods. In addition, students are trained in pneumatic and hydraulic symbology, operation, and application which continue their training in basic electrical motor control, sensors, motor drives, AC and DC motor theory and operation, and troubleshooting. The program ends with an extensive training period of, Programmable Logic Controller (PLC) training, to include both programming and troubleshooting. Mathematics is an integral part of the IMM program.

Job Duties

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.

Core Courses:

First Trimester:

IMM 0001 Worker Characteristic
 IMM 1010 Tech Foundations
 IMM 1020 Orientation and Safety
 IMM 1030 Mechanical Maintenance
 IMM 1040 Hydraulics
 IMM 1050 Pneumatics

Second Trimester:

IMM 0002 Worker Characteristic
 IMM 2010 Basic Electricity
 IMM 2020 Electric Motor Control
 IMM 2030 Intro to PLCS

Third Trimester:

IMM 0003 Worker Characteristic
 IMM 3010 PLCS 2

Fourth Trimester:

IMM 0004 Worker Characteristic
 IMM 4010 IM-2300 Intro to Robotics
 IMM 4020 IM-1800 Adv PLCS 2 & Robotics

Completion Awards

	Hours
Advanced Programmable Logic Controllers & Robotics LC's Robotics Certificate	432 hours
Industrial Maintenance Helper Certificate	864 hours
Industrial Maintenance Technician Diploma	1728 hours

MACHINE TOOL TECHNOLOGY**16 MONTHS – 1728 CLOCK HOURS**

Graduation Rate for 2016	72%
Placement Rate for 2016	92%
Average Salary	\$34,600 to \$64,200

The Machine Tool Technology program develops basic skills in machine tool operations and provides experience on a variety of machine tools such as lathes, milling machines, computer numerical control (CNC) machines, and the CAD-CAM. Related math, blueprint reading, precision measuring, basic metallurgy, and heat treating are included. Graduates of the program will be able to operate the lathe, milling machines such as the CNC machine, surface grinders, and perform heat treating operations.

Job Duties

Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.

Courses Outline:**First Trimester:**

- MTT 0001 Worker Characteristic
- MTT 1010 Technology Foundation
- MTT 1020 Orientation and Practical Safety
- MTT 1030 Math Concepts I
- MTT 1040 Engineering Drawings I
- MTT 1050 Shop Theory I
- MTT 1060 Benchwork & Manual Machine Tool

Second Trimester:

- MTT 0002 Worker Characteristic
- MTT 2010 Math Concepts II
- MTT 2020 Engineering Drawings II CAD
- MTT 2030 Shop Theory II
- MTT 2040 Manual Lathe
- MTT 2050 Manual Milling Machine
- MTT 2060 Grinding and Abrasive Machines
- MTT 2070 Mfg Materials & Processes
- MTT 2080 Intro to Comp Numerical Ctrl

Third Trimester:

- MTT 0003 Worker Characteristic
- MTT 3010 Engineering Drawings III CAM
- MTT 3020 Shop Theory III
- MTT 3030 Precision Grinding
- MTT 3040 Comp Numerical Ctrl Machining

Fourth Trimester:

- MTT 0004 Worker Characteristic
- MTT 4010 Employability Skills
- MTT 4020 Intro to Additive Mfg
- MTT 4030 Shop Theory IV
- MTT 4040 CNC Turning Center
- MTT 4050 CNC Machining Center
- MTT 4060 Electrical Discharge Machining

Completion Awards

	Hours
Production Machine Tender Certificate	432 Hours
Machine Set-Up Operator Certificate	864 Hours
General Machinist Diploma	1,728 Hours
Machinist I Diploma	2160 Hours

MANICURING**6 MONTHS – 600 CLOCK HOURS****Average Salary****\$18,700 to \$26,200**

The manicurist program specializes in the care, grooming and enhancement of the nails. It is designed to teach students the basic skills required for licensures from the Tennessee Board of Cosmetology. During the course students will be provided with knowledge in the sanitation of salons and equipment, anatomy, diseases and disorders of the nails and skin, manicuring and pedicuring procedures, nail artistry and artificial nail enhancements.

Job Duties

Clean and shape customers' fingernails and toenails. May polish or decorate nails.

Courses Outline:**First Trimester:**

- MAN 0001 Worker Characteristic
- MAN 1010 Orientation
- MAN 1020 Sterile-Sanitize & Bacteriology
- MAN 1030 Anatomy and Physiology
- MAN 1040 State Law
- MAN 1050 Salon Management
- MAN 1060 Ethics
- MAN 1070 Massaging
- MAN 1080 Manicuring and Pedicuring
- MAN 1090 Nail Care
- MAN 1100 Nail Artistry
- MAN 1110 Nail Wrap
- MAN 1120 Sculptured Nails I

Second Trimester:

- MAN 0002 Worker Characteristic
- MAN 2010 Sculptured Nails II
- MAN 2020 Nail Tips
- MAN 2030 Gel Nails
- MAN 2040 Nail Safety
- MAN 2050 Product Knowledge-Usage
- MAN 2060 EPA and OSHA Req

Completion Award

Manicurist Certificate

Hours & Award

600 hours

MEDICAL ASSISTANT**12 MONTHS - 1,296 CLOCK HOURS**

<i>Graduation Rate for 2016</i>	<i>75%</i>
<i>Placement Rate for 2016</i>	<i>93%</i>
<i>Average Salary</i>	<i>\$25,700 to \$34,800</i>

The Medical Assistant program prepares students to become members of the health-care team in doctors' offices, medical clinics, hospitals, and specialty practices. The curriculum includes administrative and clinical competencies. Clinical experiences include a variety of general and specialty practices.

Graduates of the Medical Assistant program will be multi-skilled health professionals qualified to provide support health care services under the supervision of a physician. This versatile member of the health care team assists the physician in executing administrative and clinical procedures in the office/clinic setting. Administrative responsibilities may include but are not limited to scheduling appointments, managing the telephone, and maintaining medical records. Clinical responsibilities may include but are not limited to obtaining a medical history, preparing patients for the physician's examination, taking vital signs, administering medications, performing routine lab procedures, & assisting the physician when the patient is examined.

The Medical Assistant program is approved by the National Healthcare Association which allows our graduates to take the National Healthcare Association exams for Phlebotomy. Information about these certifications is available at www.nhanow.com.

Job Duties

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Courses Outline:**First Trimester:**

MDA 0001 Worker Characteristic
 MDA 1010 Professional Orientation
 MDA 1020 Administrative Procedures I
 MDA 1030 Anatomy and Physiology
 MDA 1040 Computer Applications
 MDA 1050 Medical Terminology
 MDA 1060 Clinical Procedures I

Second Trimester:

MDA 0002 Worker Characteristic
 MDA 2010 Basic Pharmacology
 MDA 2020 Dosage and Calculations
 MDA 2030 Administrative Procedures II
 MDA 2040 Clinical Procedures II

Third Trimester:

MDA 0003 Worker Characteristic
 MDA 3010 Phlebotomy
 MDA 3020 Certification Examination Review
 MDA 3030 Externship and Career Preparation

Completion Award

Medical Assistant Diploma

Hours

1,296 hours

<i>Graduation Rate for 2015</i>	<i>90%</i>
<i>Placement Rate for 2015</i>	<i>82%</i>
<i>Average Salary</i>	<i>\$24,400 to \$33,900</i>

This program prepares students to enter health-care facilities, such as hospitals, doctor, dental or chiropractic offices in a variety of positions. Students will be multi-skilled with knowledge of insurance codes, medical billing practices, and medical office administration skills. Students will have a blend of classroom theory and hands-on computer laboratory training that will enable them to meet the requirements of medical information management. Externship will be 8 hour days. The hours worked will vary depending on the facility.

This program is approved by the National Healthcare Association, allowing our graduates to take the National Healthcare Association certification exams for Medical Billing, Electronic Health Records Specialist, Coding Specialist, and Medical Administrative Office Assistant. More information about these certifications is available at www.nhanow.com.

Job Duties

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Courses Outline: (4 months of classroom instruction and a 5 week internship)

First Trimester:

- MOI 0001 Worker Characteristic
- MOI 1010 Introduction to Windows
- MOI 1020 Microsoft Word
- MOI 1030 Microsoft Excel
- MOI 1040 Administrative Procedures
- MOI 1050 Anatomy and Terminology
- MOI 1060 Billing and Coding
- MOI 1070 Office Simulation I
- MOI 1080 Office Simulation II

Second Trimester:

- MOI 0002 Worker Characteristic
- MOI 2010 Externship

Completion Awards	Hours
Receptionist Certificate	192 hours
Information Clerk Certificate	312 hours
Medical Office Information Technology Diploma	632 hours

NURSING AIDE

2 MONTHS – 120 CLOCK HOURS

<i>Graduation Rate for 2016</i>	<i>90%</i>
<i>Placement Rate for 2016</i>	<i>81%</i>
<i>Average Salary</i>	<i>\$21,400 to \$27,100</i>

Students enrolled in this state approved Nursing Aide program will be trained to provide direct care to patients. Employment opportunities include: Assisted Living, Home Health, Long-Term Care Facilities, Hospitals, and Hospice. This course will also allow students to earn 10 points toward the Practical Nursing program. CPR will be included as a part of this course.

Job Duties

Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

Courses Outline:

First Trimester:

- CNA 0001 Worker Characteristic
- CNA 1010 Intro to Health Care
- CNA 1020 Human Body Health and Disease
- CNA 1030 Safety
- CNA 1040 Patient and Resident Care
- CNA 1050 Special Care Patients
- CNA 1060 CNA Long Term Care Clinical

Completion Awards

	Hours
Nursing Assistant Certificate	120 hours

PIPEFITTING/PLUMBING TECHNOLOGY**12 MONTHS – 1296 HOURS**

Graduation Rate for 2016	85%
Placement Rate for 2016	100%
Average Salary	\$33,500 to \$46,500

This course is designed to introduce the student to various techniques used in the pipefitting plumbing trade: pipe fabrication and installation, blueprint reading and isometric drawings, measurement techniques, hand and power tools, cutting and prepping pipe, using a cutting torch, threading pipe, grooving, soldering, brazing, solvent joining pipes and installing valves.

Job Duties

Lay out, assemble, install, or maintain pipe systems, pipe supports, or related hydraulic or pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, or industrial production or processing systems.

Courses Outline:**First Trimester:**

PFP 0001 Worker Characteristic
 PFP 1010 Technology Foundations
 PFP 1020 NCCER Core Curriculum
 PFP 1030 NCCER Pipefitting Level 1
 PFP 1040 NCCER Pipefitting Level 2

Second Trimester:

PFP 0002 Worker Characteristic
 PFP 2010 NCCER Pipefitting Level 2
 PFP 2020 NCCER Pipefitting Level 3
 PFP 2030 Introduction to Plumbing Codes

Third Trimester:

PFP 0003 Worker Characteristic
 PFP 3010 NCCER Pipefitting Level 3
 PFP 3020 NCCER Pipefitting Level 4

Completion Awards

	Hours
Pipefitter Helper Certificate	432 hours
Pipefitter Certificate	864 hours
Pipefitting and Plumbing Technician Diploma	1296 hours

PRACTICAL NURSING**12 MONTHS – 1296 CLOCK HOURS**

<i>Graduation Rate for 2016</i>	<i>64%</i>
<i>Placement Rate for 2016</i>	<i>78%</i>
<i>Licensure Examination Pass Rate for 2016</i>	<i>92%</i>
<i>Average Salary</i>	<i>\$30,300 to \$38,500</i>

The Practical Nursing Program is approved by the Tennessee Board of Nursing. Graduates will obtain a diploma in Practical Nursing and may then be eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN) used to obtain nursing licensure in Tennessee. Practical Nursing is entry level nursing. Graduates are prepared with the background and skills to give knowledgeable, basic nursing care to patients with varying degrees of physical needs. Licensed Practical Nurses (LPNs) work under the supervision of registered nurses and doctors. Positions are available in hospitals, long term care facilities, physician's offices, home health agencies, and in industry. The program is one year in length and classes begin each January, May, and September.

Job Duties

Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

Courses Outline: Curriculum/Courses**First Trimester:**

- LPN 0001 Worker Characteristic
- LPN 1010 Basic Nursing
- LPN 1020 Fundamentals
- LPN 1030 Administer of Meds & Basic IV
- LPN 1040 Anatomy and Physiology
- LPN 1050 Clinical I

Second Trimester:

- LPN 0002 Worker Characteristic
- LPN 2010 Pharmacology I
- LPN 2020 Mental Health
- LPN 2030 Medical and Surgical Nursing I
- LPN 2040 Maternity Health
- LPN 2050 Clinical II

Third Trimester:

- LPN 0003 Worker Characteristic
- LPN 3010 Clinical III
- LPN 3020 Adv Prof Vocational Relations
- LPN 3030 Pediatric Nursing
- LPN 3040 Pharmacology II
- LPN 3050 Medical & Surgical Nursing II

Completion Award

Practical Nursing Diploma

Hours

1,296 hours

SURGICAL TECHNOLOGY

12 MONTHS – 1296 HOURS

<i>Graduation Rate for 2016</i>	74%
<i>Placement Rate for 2016</i>	78%
<i>Average Salary</i>	\$34,000 to \$43,400

The Surgical Technology program trains individuals to prepare the operating room, select and care for the instruments, and assist the surgeon and the nursing team during surgery. The program consists of four months of concentrated theory and lab practice as well as two months of integrated theory, lab, and clinical practice in a local hospital. During clinical hours, the students receive supervised practice in real situations that occur in the actual operating room setting. The last six months are spent entirely in clinical practice. Students receive experience in various surgical procedures, labor and delivery, and pediatric surgery. Graduates of the Surgical Technology program are able to provide general assistance before, during, and after operations; provide pre-op set up of the operating room; provide technical assistance during the procedure; break down the room and care for the instruments after the procedure.



Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street
Clearwater, Florida 33756
727-210-2350 www.caahep.org

Job Duties

Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

Clinical hours will be 8 hour days. The hours worked will vary depending on the facility.

Courses Outline:

First Trimester:

SGT 0001 Worker Characteristic
SGT 1010 Vocational and Prof Relations
SGT 1020 Med and Surgical Terminology
SGT 1030 Anatomy & Physiology
SGT 1040 Microbiology
SGT 1050 Principles Of Asepsis
SGT 1060 Supplies, Equipment, & Inst
SGT 1070 Technological Sciences
SGT 1080 Patient Care
SGT 1090 Pharmacology

Second Trimester:

SGT 0002 Worker Characteristic
SGT 2010 Basic Surgical Procedures
SGT 2020 Clinical Practicum I

Third Trimester:

SGT 0003 Worker Characteristic
SGT 3010 Advanced Surgical Procedures
SGT 3020 Clinical Practicum II

Completion Awards

Surgical Technologist Diploma

Hours

1,296 hours

TRUCK DRIVING**2 MONTHS – 222 CLOCK HOURS**

Graduation Rate for 2016	88%
Placement Rate for 2016	100%
Licensure Examination Pass Rate for 2016	100%
Average Salary	\$23,200 to \$51,000

The Truck Driving program prepares students to pass the Commercial Driver’s License (CDL) test. The program includes instruction in Department of Transportation (DOT) regulations, as well as logging procedures required by DOT and the trucking industry. The course provides actual experience in backing, driving on secondary roads, interstate roads, highways, and city streets. Students may apply to the program without their CDL permit, but **MUST** obtain a CDL Class A permit prior to the start date of their class from the Tennessee Department of Safety.

Nationwide, there is a shortage of men and women qualified to drive trucks. Graduates of the Truck Driving program at TCAT Knoxville are prepared to help fill that shortage.

We strongly recommend that students study the State of Tennessee CDL Manual prior to entering training. The CDL Manual can be picked up at your local Department of Motor Vehicle office or downloaded at <http://www.tennessee.gov/safety/>.

Students can also take a free CDL practice test online at: www.cristcdl.com/otc/

Courses Outline:**First Trimester:**

- TRK 0001 Worker Characteristic
- TRK 1010 Orientation
- TRK 1020 Map Reading
- TRK 1030 DOT Regulations and Logging
- TRK 1040 Sbst Abuse & Blood Borne Pathogen
- TRK 1050 Vehicle & Vehicle Comp Orient
- TRK 1060 Safety
- TRK 1070 Couple and Uncouple
- TRK 1080 Backing
- TRK 1090 Road Driving
- TRK 1100 Weather and Road Conditions
- TRK 1110 Public Relations
- TRK 1120 Freight Documents
- TRK 1130 Cargo Handling
- TRK 1140 General

Completion Award

Truck Driving Certificate

Hours

222 hours

WELDING**12 MONTHS – 1296 HOURS**

<i>Graduation Rate for 2016</i>	<i>85%</i>
<i>Placement Rate for 2016</i>	<i>100%</i>
<i>Average Salary</i>	<i>\$32,900 to \$39,700</i>

The Welding program prepares the student for certification in a variety of welding techniques and processes. Students begin doing basic welding beads and progress step-by-step to achieve the final goal of pipe welding. Progression is monitored and mastery of each technique is achieved by a combination of classroom, individual, and textbook instruction. Graduates of the Welding program will be able to demonstrate competencies in flame cutting, electric ARC welding, gas tungsten, gas metal ARC welding, and flux-cored ARC welding processes.

Job Duties

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Courses Outline:**First Trimester:**

WEL 0001 Worker Characteristic
 WEL 1010 Technology Foundations
 WEL 1020 Shop Orientation & Safety
 WEL 1030 Cutting Processes
 WEL 1040 Basic Shielded Metal Arc Weld
 WEL 1050 Basic Gas Metal Arc Welding

Second Trimester:

WEL 0002 Worker Characteristic
 WEL 2010 Blue Print Theory
 WEL 2020 Basic Gas Tungsten Arc Welding
 WEL 2030 Advance Shielded Metal Arc Welding
 WEL 2040 Advanced Gas Metal Arc Welding

Third Trimester:

WEL 0003 Worker Characteristic
 WEL 3010 Blue Print Reading
 WEL 3020 Advance Gas Tungsten Arc Pipe Weld

Completion Awards

	Hours
Welders Helper Certificate	84 hours
Shielded Metal Arc Welder Certificate	432 hours
Gas Metal Arc Welder Certificate	864 hours
Gas Tungsten Arc Welder Diploma	1296 hours



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
KNOXVILLE

1100 Liberty St. | Knoxville, TN 37919
Phone 865-546-5567 | Fax 865-971-4474

tcatknoxville.edu

ACKNOWLEDGMENT OF RECEIPT OF INSTITUTIONAL POLICIES

My signature below acknowledges that I have received a copy of the Tennessee College of Applied Technology (TCAT) Knoxville's *Institutional Catalog & Student Handbook* and that I have reviewed the school's policies governing all school activities, educational programs, and student responsibilities. I understand that I am expected to abide by all rules and guidelines contained within the TCAT Knoxville Handbook and that the school reserves the right to modify its contents at any time.

Start Date: _____

Student's Program: _____

Student's Name: _____

Student's Signature: _____ **Date:** _____