



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY

CRUMP

# Institutional Catalog and Student Handbook 2017-2018

TCAT is an AA/EEO institution governed by the Tennessee Board of Regents

# **Student Handbook/Catalog**

**2017 - 2018**

## **Main Campus**

3070 Highway 64, PO Box 89  
Crump, TN 38327  
Phone (731) 632-3393  
Fax (731) 632-3018

## **Instructional Service Center**

Tennessee College of Applied Technology - Crump -  
Henderson-Chester Technology Center  
1449 White Avenue  
Henderson, TN 38340  
Phone (731) 989-0095



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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CRUMP

On behalf of the faculty and staff, it is my pleasure to welcome you to the Tennessee College of Applied Technology Crump (TCAT Crump). We are pleased that you have chosen TCAT Crump to pursue your education. TCAT Crump is a student-centered college that is committed to providing a learning environment that is challenging, yet supportive of your personal interests and needs. We want you to succeed while you are here, and equally important, we want to prepare you for life and the world of work.

You will find the outstanding faculty and staff of TCAT Crump to be exciting, energetic, dedicated, helpful, and available to assist you with any questions you may have. I am sure that you will find the small class sizes and personalized instruction beneficial in your educational journey. This, coupled with an emphasis on building competencies through hands-on experience, will better prepare you to "hit the ground running" when you gain employment following graduation.

I am honored to be your President and I welcome you to TCAT Crump. I hope to have an opportunity to talk with you and get to know you as we see each other around campus. Most of all, I look forward to the opportunity of congratulating you as you walk across the stage at graduation.

Again, we thank you for being part of the Tennessee College of Applied Technology Crump community!

Best wishes,

A handwritten signature in black ink that reads "Stephen V. Milligan". The signature is written in a cursive style.

Stephen Milligan, President

## **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CRUMP**

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Tennessee College of Applied Technology Crump (TCAT Crump) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its employment, programs, or activities. TCAT Crump complies with Title VI, Title VII of the Civil Rights Act of 1964, as amended by Title IX of the Educational Amendments of 1972. Based on institutional integrity and in compliance of all laws, TCAT Crump does not tolerate any form of sexual or racial harassment.

### **Governing Board**

The Tennessee Board of Regents (TBR) system consists of 46 institutions with a combined annual enrollment of over 200,000 students, making it among the nation's largest systems of public higher education. TBR's six state universities, 13 community colleges, and 27 colleges of applied technology offer classes in almost all of Tennessee's 95 counties. The TBR system is a \$2.2 billion per year enterprise.

Tennessee Board of Regents  
1 Bridgestone Park, Third floor  
Nashville, Tennessee 37214  
(615) 366-4400  
[www.tbr.edu](http://www.tbr.edu)

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

### **Accrediting Body**

The Tennessee College of Applied Technology Crump is accredited by:

The Commission of the  
Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Phone (770) 396-3898, Fax (770) 396-3790  
[www.Council.org](http://www.Council.org)

### **Accreditations and Certifications**

The college is approved by the State Approving Agency for Veteran's Education.

The State Board of Nursing has approved the Jackson Regional Nursing program including the Crump campus for the Practical Nursing program.

The Machine Tool Technology program is certified by the National Institute for Metalworking Skills (NIMS) and is a Feature CAM site.

The Heating, Ventilation, Air Conditioning and Refrigeration Technology program is accredited by HVAC Excellence.

The Computer Information Technology program is a member of the Computer Technology Industry Association (CompTIA) and an authorized Thomson Prometric Testing College.

The Welding program is certified as a Schools Excelling through National Skills Standards Education (SENSE) by the American Welding Society (AWS).

## **POLICY STATEMENT**

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

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

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

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

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

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## ACADEMIC CALENDAR

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The Tennessee College of Applied Technology Crump operates on a year-round basis dismissing only for observance of legal holidays, teacher in-service, breaks between terms and student vacation days. Full-time preparatory classes are scheduled five days a week for six hours a day. In addition to full-time classes, special industry classes, and evening programs are available on a customized basis.

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

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

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

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

432 hours = 1 trimester

864 hours = 2 trimesters

1296 hours = 3 trimesters

1728 hours = 4 trimesters

2160 hours = 5 trimesters

The college may extend the ending dates of periods of instruction at any time prior to or during the academic year due to emergencies beyond the reasonable control of the college, 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.

## HISTORY

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The Tennessee Colleges of Applied Technology (formerly Tennessee Technology Centers and State Area Vocational-Technical Schools) were established as a statewide system by the enactment of the legislature during the 1963 General Assembly operating under the Tennessee Department of Education and currently operate under the Tennessee Board of Regents.

The contract for the first building was awarded in February, 1964. At the present time, there are 27 Tennessee Colleges of Applied Technology which offer occupational training. Each College is designed to serve both youths and adults from broad geographic areas. This is in fulfillment of the expressed intent of the general assembly that ultimately there would be a technical college within reasonable commuting distance of every citizen.

In 2013, the Tennessee legislature passed legislation changing the school's name from the Tennessee Technology Center at Crump to the Tennessee College of Applied Technology Crump to better reflect the college's mission and due to training becoming more technical. This followed a name change in 1994 when the Tennessee legislature passed legislation changing the college's name from the State Area Vocational-Technical School to the Tennessee Technology Center at Crump.

The Tennessee College of Applied Technology Crump began operations in 1965. The original campus facility was enlarged with the addition of a technology building in 1991. The college is designed to serve citizens from a broad geographical area and serves a six-county area including Hardin, McNairy, Decatur, Chester, Wayne and Henderson Counties. It is located on an 18-acre tract of land at 3070 Highway 64, in Crump, Tennessee.



The Tennessee College of Applied Technology Crump is a modern training facility designed to simulate the occupational environment found in potential places of employment. The controlling purpose of the training offered is to prepare individuals for useful and gainful occupations, thereby enhancing their potential for employment. The main administration building is comprised of administrative offices, classrooms and laboratory space for a total of 16,232 sq. ft. There are two shop wings of 21,280 sq. ft. combined, which contains eight instructional programs. In 1991, an additional building totaling 7,751 sq. ft. was completed which provides space for four programs, administrative offices, and computer lab space. Each program utilizes the latest in training equipment and available technology. Between 1999 and 2002, the entire campus benefited from a large renovation and expansion of the administrative building and two shop wings.

Currently, the institution has an instructional service center with two programs, Administrative Office Technology and Health Information Management Technology, located at 1449 White Avenue, Henderson, Tennessee. This center is called the Tennessee College of Applied Technology Crump Henderson-Chester Technology Center Instructional Service Center. This program began enrolling students on January 3, 2012.

All persons availing themselves of this opportunity for training are expected to fulfill his/her commitment to utilize the facilities provided and to make satisfactory progress in his/her preparation for employment. Also, each student will abide by the policies necessary to assure all training achieves, its intended purpose in an efficient and safe manner. Efforts are made to update equipment and course content in order to provide educational experiences necessary for an era of rapid technological change. The administrative and instructional staff is comprised of skilled and knowledgeable journeymen who are competent in an occupational field, as well as being proficient instructors. They avail themselves of special in-service training such as state directed workshops, field trips, community college and university courses. Graduates of the Tennessee College of Applied Technology Crump should not be expected to compete with journeymen who have developed skills and on the job experience. Usually, the graduates are considered for "entry-level" employment in their respective occupations.

## GENERAL INFORMATION

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

A Tennessee College of Applied Technology is an institution, which serves people in a broad geographical area consisting of two or more counties offering technical/occupational education. Tennessee has 27 technical colleges, 26 of them (all except Chattanooga) are freestanding institutions. Tennessee Colleges of Applied Technology (TCATs) are the state's premier providers of state-of-the-art technical training for workers to obtain the technical skills and professional training necessary for advancement in today's competitive job market. Through their workforce development mission, the TCATs help businesses and industries satisfy their need for a well-trained, skilled workforce. Under the governance of the Tennessee Board of Regents, the TCATs offer certificate and diploma programs in more than 50 distinct occupational fields as well as customized training for business and industry.

### Vision

To enhance quality of life of:

- The individual Tennessee citizen
- The Tennessee family
- The local community

### Statewide Mission

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

- Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;
- Contributing to the economic and community development of the communities served by training and retraining employed workers;
- Ensuring that programs and services are economical and accessible to all residents of Tennessee; and
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

Revised: Sept. 20, 2013

### 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.

## TCAT Crump Curricula Purpose

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

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

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

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

## ADMISSIONS

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

## General Admission Policy

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

1. The applicant must declare an occupational objective and/or demonstrate through testing or counseling reasonable potential for achieving that objective.
2. Interview with the program instructor, with exception of Practical Nursing.
3. Complete an application for enrollment and file it with Student Services.
4. Provide TCAT Crump with copies of high college transcript or its equivalent and any college transcript, if applicable.
5. For full-time applicants, must submit proof of immunization/vaccination: 1) MMR - Measles, Mumps, and Rubella, and, 2) Varicella (chickenpox) or meet an exemption.
6. The applicant is added to the interest list on the date the application and requested documents listed above are received by Student Services.
7. Prospective students will be contacted to attend new student orientation.
8. Applicants failing to attend orientation who still desire to attend should contact Student Services to reactivate their application.

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

## Special Admission Criteria

**Practical Nursing:** Applicants, age 18, seeking admission to the Practical Nursing program must: submit evidence of high school graduation (regular diploma or HiSET or GED equivalency); Transcripts of foreign students must be in U.S. Equivalencies printed in English.

An Entrance Exam is required; HESI entrance exam with minimum passing score of 70 in Reading and 70 in Math; ACT scores of Math 19 and Reading 19; ACT scores will be valid for one year post high school graduation;

Upon acceptance, submit a physical examination by a licensed physician or nurse practitioner (Physical must be current within 6 months of start of program);

Report for enrollment upon notification of acceptance.

For more detailed information refer to the Admission section in the Handbook of the Jackson Regional Practical Nursing Program.

## Practical Nursing Licensure Requirement

Effective June 1, 2006, students applying for Tennessee licensure must successfully complete a pre-licensure background check with fingerprints as stipulated by the TN Department of Health. This background check will be scheduled toward the end of the program. Results of the background check are sent directly to the Board of Nursing and are not shared with the school or the student. Cost of the background check is \$38.00. Certain outcomes may prohibit/impede Tennessee licensure as a nurse. The Program Director will assist students in filing proper applications. However, it is incumbent upon

the student(s) to supply proper documentation and meet filing deadlines. Failing to follow Board of Nursing procedures will affect timely licensure. Individual who do not submit documentation are not made eligible to test by decision of the Board of Nursing until documentation is received and their application is evaluated and considered to be 'complete'.

Effective 2013 the "SAVE Act" requires the TN Dept of Health to verify every applicant applying for a nursing license is either a U.S. citizen, a "qualified alien", or a nonimmigrant who meets the requirements set out at 8 U.S.C. 1621 by providing documentation selected from a list provided. This information is provided to students at the end of the program and is available upon request from the Program Director.

Tennessee Board of Nursing  
Division of Health Related Boards  
Rules and Regulations of Licensed Practical Nurses  
Chapter 1000-2

Rule 1000-2-.13 Unprofessional Conduct and negligence, habits or other cause; paragraphs (2), (3) (4) and (5):

(2) The Board of Nursing is concerned about the number of individuals with criminal conviction histories who apply for licensure as licensed practical nurses. The Board's concern stems from the fact that nurses care for clients and families in a variety of settings where there maybe no direct supervision. Individuals to whom care is given are often vulnerable, both physically and emotionally. The nurse has access to personal information about the patient and/or his/her family, has access to the client's property and provides intimate care to the client. The Board believes that persons who receive nursing care in Tennessee should be able to have confidence that an individual licensed by the Board does not have a history of mistreatment, neglect, violence, cheating, defrauding the public, or otherwise taking advantage of another person. The Board will presume that an applicant is not entitled to licensure, and will therefore deny any application for initial licensure, temporary permit, or renewal following the provisions of the Administrative Procedures Act to a person who has been convicted, and on which conviction the time for appeal has expired, as an adult of any of the following crimes within five (5) years preceding said application or renewal:

- (a) Aggravated Assault, as in T.C.A. 39-13-102;
- (b) First Degree Murder, as in T.C.A. 39-13-302;
- (c) Second Degree Murder, as in T.C.A. 39-13-207;
- (d) Voluntary Manslaughter, as in T.C.A. 39-13-211;
- (e) False Imprisonment, as in T.C.A. 39-13-302;
- (f) Kidnapping, as in T.C.A. 39-13-303;
- (g) Aggravated Kidnapping, as in T.C.A. 39-13-304;
- (h) Especially Aggravated Kidnapping, as in T.C.A. 39-13-305;
- (i) Robbery, as in T.C.A. 39-13-401;
- (j) Aggravated Robbery, as in T.C.A. 39-13-402;
- (k) Especially Aggravated Robbery, as in T.C.A. 39-13-403;
- (l) Aggravated Rape, as in T.C.A. 39-13-502;
- (m) Rape, as in T.C.A. 39-13-505;
- (n) Aggravated Sexual Battery, as in T.C.A. 39-13-504;
- (o) Sexual Battery, as in T.C.A. 39-13-505;
- (p) Statutory Rape as in T.C.A. 39-13-506;
- (q) Theft of Property, as in T.C.A. 39-14-103 or of services, as in T.C.A. 39-14-104, except as to a Class A misdemeanor, as in T.C.A. 39-14-105(1);
- (r) Forgery, as in T.C.A. 39-14-114;
- (s) Falsifying of Educational and Academic Records, as in T.C.A. 39-14-136;
- (t) Arson, as in T.C.A. 39-14-301;
- (u) Aggravated Arson, as in T.C.A. 39-14-302;
- (v) Burglary, as in T.C.A. 39-14-302;

- (w) Aggravated Burglary, as in T.C.A. 39-14-404;
- (x) Incest, as in T.C.A. 39-15-302;
- (y) Aggravated Child Abuse, as in T.C.A. 39-15-402;
- (z) Sexual Exploitation of a Minor, as in T.C.A. 39-17-1004;
- (aa) Aggravated Sexual Exploitation of a Minor, as in T.C.A. 39-17-1004;
- (bb) Especially Aggravated Sexual Exploitation of a Minor, as in T.C.A. 39-17-1005;
- (cc) Assisted Suicide, as in T.C.A. 39-13-216;
- (dd) Rape of a Child, as in T.C.A. 39-13-522;

The Board of Nursing will also deny an application for initial licensure, temporary permit, or renewal, following the provision of the Administrative Procedures Act, to persons who were convicted as a juvenile of the following crimes within five (5) years preceding said application or renewal:

- (a) First Degree Murder, as in T.C.A. 39-13-202;
- (b) Second Degree Murder, as in T.C.A. 39-13-207;
- (c) Kidnapping, as in T.C.A. 39-13-303;
- (d) Aggravated Kidnapping, as in T.C.A. 39-13-305;
- (e) Especially Aggravated Kidnapping, as in T.C.A. 39-13-305;
- (f) Aggravated Robbery, as in T.C.A. 39-13-402;
- (g) Especially Aggravated Robbery, as in T.C.A. 39-13-403;
- (h) Aggravated Rape, as in T.C.A. 39-13-502;
- (i) Rape, as in T.C.A. 39-13-503;

(4) Any individual who applies for initial licensure, temporary permit, or licensure renewal and supplies false or incomplete information to the Board on an application for licensure regarding the individual's criminal conviction record will be denied said initial licensure, temporary permit, or renewal.

**(5) The Board considers any criminal conviction, whether or not listed in Rule 1000-2-.13(2) above, to be a violation of T.C.A. 63-7-115(a)(1)(B).** If an applicant or a licensed practical nurse already licensed by the Board is convicted of any crime, it is grounds for denial of licensure or disciplinary action by the Board.

Statutory Authority: T.C.A. 4-5-202, 2-5-204, 63-736, 63-7-101, 63-7-114, 63-7-115, 63-7-116, and 63-7-207.

\*\*Individual with questions regarding information contained in this Addendum should contact the nursing program director at 731-424-0691 x 120.

## Non-Discrimination Statement

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

## U.S. Selective Service

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 Crump. 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. Enrollment applications require certification of Selective Service registration. Persons who are 26 years old or older can't register after the twenty-six birthday; see Student Services for more details. Failure to register with the Selective Service is a felony. Additional requirements can be found at: [www.sss.gov](http://www.sss.gov).

## Students with Disabilities

Tennessee College of Applied Technology Crump is committed to providing opportunities and accommodations in higher education to all academically qualified students with disabilities. This commitment is consistent with the College's obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

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

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

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

Tennessee College of Applied Technology Crump will take appropriate steps to assure that anyone having a disability will receive necessary assistance in accordance with federal and state law to achieve success in any chosen program. A request form for disability assistance is available by contacting administration or student services. The facility includes, but is not limited to special parking, curb and entrance ramps, special equipped restrooms, public telephone service, water fountains, and classroom equipment as needed. TCAT Crump affirms that no qualified person, by reason of disability, be denied access to, participation in, or the benefit of, any program or activity operated by the college. Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated settings. Reasonable accommodations may not be approved on safety exams.

## Foreign Students

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

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

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

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

Foreign students who speak little English are encouraged to enroll in an ESL program before enrolling in classes.

## Ability to Benefit

All students must meet the enrollment process for their program of study; students not possessing a high college 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 equivalent), or eighteen and legally out of high school. Any student beyond compulsory high school attendance who does not possess a high school diploma or equivalent must declare an occupational objective or demonstrate through testing or counseling a reasonable chance of success. The student's progress toward his/her occupational objective will be evaluated by the program instructor on a regular basis.

## Articulation

Colleges of Applied Technology and secondary schools may enter into agreements for the articulation of competencies in certificate and diploma programs. Clock (contact) hours will be awarded to the student upon enrollment in the College of Applied Technology based upon the student's demonstrated attainment of competencies through the College of Applied Technology recognized checklists or by assessment. To receive more information, please check with Student Services or visit <https://tcatcrump.edu/about/policies-and-guidelines>.

An articulation agreement has been established as a means of eliminating repetition of course studies for students who choose to continue their education at a Tennessee Board of Regents Community College after the successful completion of a program at Tennessee College of Applied Technology - Crump. Students who have mastered certain course competencies at TCAT Crump that are equivalent to course competencies offered through the community college may receive college credit by achieving an acceptable score on a chosen testing instrument, as designated by the community college, and by a process of transcript evaluation.

## Credit for Previous Training from Other Institutions/Experience

Students may be given credit toward program completion requirements if it demonstrates common competencies. Students requesting credit for prior education/training or experiences may do so through two sources of prior credit that can be reviewed by instructors for recommendation for the student to receive credit towards a course in a Tennessee College of Applied Technology Crump program of study.

1. Credit from a sister TCAT institution
2. Credit from all other institutions, work experiences, certifications, etc.

Note that the instructor's role is only to recommend the granting of prior credit towards a certificate or diploma. Recommendations must then be reviewed and approved by the Student Services Coordinator. Credit for previous education and experience will only be granted for grades of "C" or better on previous education.

Upon pre-enrollment/enrollment, students desiring credit for prior experience or education must complete a *Previous Education, Training, Certifications, Work Experience Form*, available from the Student Services Department, identifying any possible prior credits. The completed form will be



submitted back to the Student Services Department, along with an official transcript, including a course description(s) from the institution that the student feels is a match for a course(s) in a TCAT program of study.

If possible, the student will attempt to meet with the instructor prior to first day of college to evaluate credit for prior learning and experiences to be recommended. (The goal is to complete this by the end of the first week of enrollment. Realistically, transcript(s) and instructor availability with end of term paperwork may make this impossible.) Therefore, the student and instructor must evaluate and make recommendations by the student's 30th day of enrollment.

All credits awarded by another Tennessee College of Applied Technology will be fully counted and awarded. Credits earned at all other institutions will be evaluated by comparing transcripts, certifications, grades, evaluating content of other programs previously taken, student interview, written test(s), and/or demonstrated skill testing as needed. Upon completing the evaluation and utilizing the Previous Education, Training, Certifications, Work Experience Form, the instructor must submit a written recommendation with attached evidence to the Student Services Coordinator. All prior credits should be awarded prior to, or at the latest, within the first week of enrollment. When this is not possible, it should be submitted as soon as possible but no later than 30 days after enrollment. Awarding prior credit for first trimester hours will be reviewed and approved by the Student Services Coordinator. All requests submitted after 30 days of enrollment must be submitted to the Director with a letter explaining why the submission is late in order to be considered.

## Re-Admission Policy

A student who previously attended Tennessee College of Applied Technology Crump must re-apply for admission by completing a new application for enrollment.

### Readmission from Suspension (All programs except Practical Nursing)

The President, in coordination with the Student Services Coordinator, may consider for re-admission an applicant who has been suspended. Criteria that will be considered in assessing candidacy for re-admission 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 re-admitted student may succeed in pursuing his/her training objective.

Probationary guidelines may be imposed based on the following violations:

**Attendance Violations:** Any student suspended for poor attendance must sit out 60 days before eligible to return provided space is available. To re-enter, the student must complete and file an application for readmission, which is reviewed by the Readmission Committee.

**Unsatisfactory Progress:** A student suspended for unsatisfactory progress evaluation must sit out 60 days before eligible to return provided space is available. To re-enter, the student must complete and file an application for readmission, which is reviewed by the Readmission Committee.

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

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

## Readmission from Suspension (Practical Nursing Only)

ALL READMISSIONS WILL BE CONSIDERED ON A **SPACE AVAILABLE BASIS**.

Any student who has exited the Jackson Regional Practical Nursing program, has an “84” average in each course attempted, achieved the 60th percentile in the corresponding Kaplan assessments, has “Satisfactory” clinical performance and attendance must reapply and be considered for admission. Each applicant will be considered individually and may be required to pass comprehensive exam(s) and demonstrate proficiency in the skills lab in order to obtain advanced status. Any student not meeting the above criteria may reapply to the program and compete with the applicant pool for admission. Previous credit will not be considered.

Students who have been enrolled twice and/or suspended from a nursing program due to violation of attendance, academics, academic misconduct or clinical performance will be denied re-admission. After a period of five years from the date of the second termination, an individual may apply to the nursing program and compete with the applicant pool for admission. Advanced/transfer credit for this admission will not be considered. This policy extends to all previous enrollments in practical nursing programs under the Tennessee Board of Regents jurisdiction. .

In extenuating circumstances, the Director of the Practical Nursing Program may review individual cases and recommend exceptions to the school President. These exceptions require careful consideration and will be based on documentation provided by the student during the original suspension.

## TUITION AND FEES

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### Fee Assessment

Fees are assessed each term in accordance with an approved fee schedule for Tennessee College of Applied Technology. Maintenance Fees are based upon the number of clock hours the student is scheduled to attend for the term as outlined below. Fees may not be waived without permission of the Tennessee Board of Regents. In addition to paying a Maintenance Fee each term, students must pay a Technology Access Fee and Student Activity Fee each term. Fees may be paid by cash, check, and money order, Discover, MasterCard, VISA or American Express. No two-party checks or partial payments accepted. *Students must pay their fees before being admitted to class each term. All fees must be paid on registration day.* \*Fees subject to change without notice.

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

1. Texts, workbooks, paper, tools, and pencils
2. All parts and materials used on personal projects
3. Uniforms, safety glasses, and other personal items are required by specific occupational areas.
4. Students are encouraged to take the accident insurance available.

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

### Other Fees

Drug screening fees, Kaplan Testing fees, Background Checks, Clinical Fees, Liability Insurance, and Licensed Practical Nursing and Welding Fees are non-refundable.

## Collection of Accounts Receivable

Students may incur debt to the college due to financial aid adjustments, damage, loss, or liability of institution property, bad checks, and other means. Collection efforts will begin no later than thirty days after the obligation has been incurred or other fixed due date. Once an account becomes delinquent the college will mail three billings or letters of contact at thirty-day intervals. If the institution's collection efforts are unsuccessful, debts shall be referred to a collection agency. Diplomas, transcripts, certificates of credit or grade reports will not be issued until the student involved has satisfied all debts or obligations owed to the college. A student must pay due debts and obligations incurred in prior academic terms before being permitted to register.

**Tennessee Colleges of Applied Technology**

**Fee Schedule**

**Effective Fall Trimester, 2017**

**TRIMESTER SCHEDULE**

<b>TRI Hours</b>	<b>FY 17-18 Maintenance Fee</b>	<b>TRI SAF</b>	<b>TRI TAF</b>	<b>TRI TOTAL</b>
* 1 - 40	\$ 183.00	\$ 10.00	\$ 41.00	\$ 234.00
* 41-80	247.00	10.00	41.00	298.00
* 81-135	372.00	10.00	41.00	423.00
* 136-217	647.00	10.00	67.00	724.00
218-340	1,045.00	10.00	67.00	1,122.00
341-432	1,169.00	10.00	67.00	1,246.00

\* The TCAT has the option of charging \$2.50 per hour within this range.

**Special Academic Fees:**

<b>Licensed Practical Nursing</b>	<b>\$ 100.00</b>	<b>Per trimester</b>
<b>Welding Technology</b>	<b>\$ 100.00</b>	<b>Per trimester</b>

## Maintenance Fees

- a. Full-time Programs – All Tennessee College of Applied Technology full-time students enrolling for 341 - 432 hours, whether residents or non-residents, shall pay the current maximum maintenance fee as approved by the Tennessee Board of Regents. Students enrolling or completing between term beginning and ending dates will pay a prorated fee for that term based upon the fee schedule.
- b. Part-time Programs – Students enrolling part-time or in short term, supplemental or special programs of less than 341 hours will be assessed a fee based on the length of the program in which he or she is enrolled. Full-time students enrolling in part-time or special industry classes will be assessed the part-time fee.
- c. Secondary Students – The TCAT will negotiate the appropriate fees with each local public school system for secondary students enrolling at the TCAT.
- e. Special Industry Training – Student fees shall not be individually assessed for special industry training. All charges will be made to the receiving industries and shall be credited to the college's appropriate Grants and Contracts revenue account.
- f. TN eCampus - The Tennessee Board of Regents' (TBR) colleges, universities, and colleges of applied technology joined to offer the TN eCampus opportunities to students. These students pay standard fees established by the TBR following the TN eCampus schedule above. For more information, call TCAT Crump or visit <http://www.tnecampus.org>.
- g. Other Students—For credit classes, a fee of \$60 per term (including maintenance fee and tech access fee) plus \$10 (Student Activity Fee) may be charged to persons with a permanent and 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. This only applies to enrollment on a space-available basis. Fees may be discounted or considered as scholarships for full-time state employees, TBR employees, spouses and dependents as well as children of certified public college teachers.

## 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 - Crump. If the check is not paid in cash within 15 calendar days from the date of notice, that student will be withdrawn from classes. An additional returned check fee of \$30 will be assessed.

## Fee Waivers

Full-time state employees (to include TBR and UT employees) may enroll in training programs on a space-available basis without paying maintenance and technology access fees through the use of a PC-191 waiver. Any dependent child under the age of 21 whose parent died as a direct result of injuries received while serving in the armed forces may be eligible for a fee waiver.

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

## Fee Discounts

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

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

## Refund Policy

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

### Eligibility for Refunds

1. The change in a full-time student's schedule which results in reclassification to a part-time student.
2. A change in a part-time student's schedule, which results in a class load of fewer hours
3. Voluntary withdrawal from the College
4. Cancellation of a program by the College
5. Death of a student
6. Students administratively dismissed WILL NOT be eligible for refunds.
7. Refunds for students enrolled in professional development, continuing education, or limited contract instruction will be calculated in accordance with the calculation of refunds below.
8. All materials, books, and supplies purchased from the bookstore by the student become the property of the student and are non-refundable.

Title IV financial aid students (i.e. Pell, SEOG) may be subject to Return of Title IV refund policies. Wilder-Naifeh and other state grant recipients are subject to institutional refund policies. There is **no** refund of technology access fees, student activity or RODP fees. Also non-refundable are drug screening fees, Kaplan Testing fees, background checks, Clinical Fees, Liability Insurance, and Practical Nursing and Welding Fees.

## Calculation of Refunds

### 1. Full Refund

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

### 2. Partial Refund

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

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

## REGISTRATION

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Registration is the time all students should register regardless of enrollment status as full-time or part-time. Any student who does not register on their registration day may lose his/her position in the program and the college reserves the right to enroll a new student in that position.

A student's registration date will be the date the student officially registers and class attendance will be marked appropriately. **Night students** follow the same guidelines for registration. Their first day of class may vary from a typical day course, so failure to register on the designated date may jeopardize his/her position in the program.

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

## GRADING SYSTEM

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Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 72 days of instruction that comprise a term.

Grades for courses will be determined as described in course syllabi. Students will be graded in the following categories; Skill Proficiency and Theory / Related Information. Progress reports, attendance records, and work evaluations are maintained on each student in the computerized SIMS system. Students' files are maintained in the College's Student Services Department.

A student must maintain a "D" (73) or better average per course and a "C" or better average per term.

Allied Health Programs (Practical Nursing) require a "C" (80) or better average per course.

Failure to maintain the required grade average will result in suspension at the end of the term.

### Grade Scale

A (94-100) Excellent

B (87-93) Above Average

C (80-86) Average

D (73-79) Below Average

F (0-72) Unacceptable

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

### Student Grading and Progress for Practical Nursing

A theory grade will be assigned at the end of each course and at the end of each term. Academic grades A, B, and C demonstrate satisfactory progress. Grades D or F demonstrate unsatisfactory progress. A student who receives an unsatisfactory academic grade at the end of course of term will be dismissed from the program due to failure to progress. All grades/grade averages will be calculated to the tenth place. If the tenths place is 0.5 or greater the next whole numerical number will be assigned. (i.e. 80.5 = 81) If the tenths place is 0.4 or less the standing numerical grade will be assigned. (i.e., 80.4 = 80)

Written Assignments are to be turned in on their due date. A penalty of 5% each day will be placed on late assignments. Assignments will not be accepted after 2 days past due and a grade of zero will be recorded, or a penalty will be assigned at the discretion of the instructor for work not completed.

LPN 0000- Worker Characteristics I, II, & III Trimesters  
LPN 1010- Basic Nursing (Vocational Relations, Nutrition, Geriatrics)  
LPN 1020- Fundamentals  
LPN 1030- Administration of Medications/Basic IV Therapy  
LPN 1035- Anatomy & Physiology  
LPN 1045 – Clinical I  
LPN 2010- Pharmacology I  
LPN 2020- Mental Health  
LPN 2030- Medical/Surgical Nursing I  
LPN 2040 -Maternity Health  
LPN 2050- Clinical II  
LPN 3010- Clinical III  
LPN 3020- Advanced Professional Vocational Relations  
LPN 3030- Pediatric Nursing  
LPN 3040- Pharmacology II  
LPN 3050- Medical/Surgical Nursing II

If at the completion of the courses above a student has less than an 80 average, he/she will be dismissed from the program. In the unit of Pharmacology & Administration of Medications, students are required to pass a Medications Calculations Test with a 100% prior to administering medications in the clinical setting. The Medications Calculations Test is a clinical **requirement** and **does not** affect the Pharmacology Unit average. Students not achieving 100% are dismissed from the program. Students have a maximum of **four (4)** attempts to pass.

### Practical Nursing Clinicals

As mandated by the Board of Nursing, students must complete all required clinical hours for Geriatric, Psychiatric, Maternity, and Pediatric Nursing Courses. No more than 18 hours may be missed during Medical Surgical Clinical. Each student will be evaluated monthly during the first, second, and third trimesters on clinical performance. Each evaluation statement is rated 'Satisfactory', 'Unsatisfactory' or 'Not Applicable'. All items on the evaluation form are of equal value. Students will be informed of "unsatisfactory" performance at the time of the occurrence. Upon receiving **three (3)** unsatisfactory marks, the student will be counseled by the instructor or nursing coordinator and placed on clinical probation for the remainder of the month. Students will be referred to the Program Coordinator for possible dismissal from the nursing program if no or minimal clinical progression is shown after the second month of probation or upon receiving **five (5)** unsatisfactory marks in a month. Dismissal will occur after collaboration with appropriate college officials.

### Student Files

A permanent file is maintained on each current and former student who has enrolled in Tennessee College of Applied Technology Crump. Students permanent records should contain a minimum of the following information: (1) application for enrollment; (2) test scores, when applicable (3) statements of student understanding and agreements; (4) medical information sheet; and (5) transcript information. Financial aid records, when applicable, are housed in permanent files also in Student Services. The Student Information Management system (SIMS) is the depository of all attendance and grading records for official transcripts.



## Student Record Confidentiality

All student records are confidential in accordance with the Family Educational Rights and Privacy Act or FERPA (Buckley Amendment), T.C.A. 15-305 and 20 V.S.C.–1232 g. Confidential student information may not be disclosed without the written consent of the student and/or court order. Consent to release forms and information regarding disclosure procedures may be obtained from the Student Services Department. Any student of the College has the right to inspect, review, and/or obtain a copy of his/her educational records. A student may review his/her file under the supervision of authorized College officials. A student must submit a written request to the Student Services Department in order to obtain a copy of his/her educational records. The Student Services Department will have up to 45 days to comply with the student's request. A fee of \$2.00 per document will be charged for the duplication of any information contained in the student's file.

Student records are housed on the main campus. The cabinets shall be locked when staff is not available. During class hours, records will be accessible to all relevant staff members. An electronic copy will be made and stored weekly in a secure offsite location approved by TBR.

The Student Services Coordinator shall be ultimately responsible for the maintenance of the official files and records of each student. However, each Student Services Staff Member has a responsibility for individual items in each file.

Educational and financial aid records are maintained on all students enrolled. The class roll is maintained by the instructor in SIMS and is the official record for all students in a class. It is the official college record in matters pertaining to entrance dates, completion dates, and attendance. These records are the property of the college.

## Student Notification of Rights Family Education Rights and Privacy Act (FERPA)

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 college official responsible for the record and clearly 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 college hearing. Additional information regarding hearing procedures will be provided to the student at that time.

TCAT Crump will obtain the student's written consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests. A college official has a legitimate educational interest if the official is a person employed by TCAT Crump in an administrative, supervisory, faculty or staff position; a person or company with whom the college has contracted services; a member of the college's governing board; an auditor or program reviewer; or a student serving in an official capacity, such as student review hearings.

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

## Directory Information

As a matter of policy, TCAT Crump 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 college as acceptable directory information

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

## Transcript of Academic Record

A transcript of training completed will be prepared and supplied to students upon request. All requests for transcripts must be with a Transcript Release Form signed by the student and this release will expire when the request is finalized. The college will keep a permanent record of training. Any student with an encumbrance will **not** be allowed to receive transcripts or awards. Also, any student who changes his/her name or address should notify the Student Services Department so that accurate records may be maintained. Students desiring transcripts to be mailed to employers or other educational institutions must come to the Student Services Department to make the request. Each student is required to sign a release form to protect the right to confidentiality of records.

A student record is confidential in accordance with the Family Educational Rights and Privacy Act (Buckley Amendment), T.C.A1 15-305 V.S.C.-1232 g. Confidential student information may not be disclosed without the student's written consent. A student must submit a written request to the records department in order to obtain a copy of his/her educational records.

## High School Transcripts and High School Equivalency Scores

High College Transcripts and High School Equivalency diploma scores are required to be on file in the Student Services Department.

## Title VI Rights

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

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

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

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

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

The Tennessee College of Applied Technology is an AA/EEO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College.

Inquiries concerning Title VI may be referred to the college's Title VI coordinator or to Office for Civil Contacts:

Henrietta Kellum Lusk,  
Title VI Coordinator  
Building #1, Room 112  
3070 Highway 64, PO Box 89  
Crump, TN 38327  
(731) 632-3393

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

The Commission of the  
Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Phone (770) 396-3898, Fax (770) 396-3790  
[www.Council.org](http://www.Council.org)

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

## Title IX Rights

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

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

- A college has a responsibility to respond promptly and effectively. If a college knows or reasonably should know about sexual harassment or sexual violence that creates a hostile

environment, the college must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

- Even if a student or his or her parent does not want to file a complaint or does not request that the college take any action on the student's behalf, if a college knows or reasonably should know about possible sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.
- A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the college of its duty under Title IX to resolve complaints promptly and equitably.

Tennessee College of Applied Technology Crump does not discriminate on the basis of sex in its education programs and activities. TCAT Crump's policy on preventing Sex Discrimination is available from the Title IX Coordinator, on its website, in the Student and Employee Handbooks, and from the Student Services Department.

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

Henrietta Kellum Lusk,  
Title VI Coordinator  
Building #1, Room 112  
3070 Highway 64, PO Box 89  
Crump, TN 38327  
(731) 632-3393

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

The Commission of the  
Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Phone (770) 396-3898, Fax (770) 396-3790  
[www.Council.org](http://www.Council.org)

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

## Sexual Offender Information

A federal law, the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act (the "Wetterling Act"), provides minimum national standards for state sex offender registration and community notification programs. To comply with the Wetterling Act's standards, states must establish programs that require current address registration by residents of the State who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors, as described in the act. The Wetterling Act's standards also require states to accept registration information from non-resident offenders who have entered the state to work or attend college. The Wetterling Act provides generally that states must release relevant information concerning persons required to register as necessary to protect the public. (42 U.S.C. § 14071 (Wetterling Act provisions); 64 Fed. Reg. 572 (Jan. 5, 1999) (Attorney General's guidelines for the Wetterling Act)

The CSPA enacted two amendments to federal education laws. One of these is an amendment to the Higher Education Act of 1965 which requires institutions of higher education to advise the campus community where it can obtain the information about registered sex offenders provided by the state (pursuant to 42 U.S.C. § 14071(j)), such as the campus law enforcement office, a local law enforcement

agency, or a computer network address. The other is a FERPA amendment, which makes it clear that FERPA does not prevent educational institutions from disclosing such information. Pursuant with Tennessee Code Annotated, Title 40, Chapter 39, Section 40-39-201, the Tennessee College of Applied Technology Crump furnishes its students with the current website for tracking the location of registered sex offenders: [www.tbi.state.tn.us](http://www.tbi.state.tn.us). The information contained in the registry has been provided to registering agencies and the Tennessee Bureau of Investigation by the offender and is based upon information provided by the offender. The Tennessee Bureau of Investigation cannot guarantee the accuracy of this information. It should be noted that offenders may have moved without notification. Therefore, this information should not be used in any manner to injure, harass, or commit a criminal act against any person named in the registry. Any such action could subject you to criminal prosecution.

## STUDENT POLICIES

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### Attendance Policy

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

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

### Full-Time Students

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. The Student Services Coordinator or a representative will counsel the student regarding their attendance. Available community and institutional resources will be shared to assist students with attendance issues.

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. The written appeal, complete with official documentation of absences must be submitted to the president within three days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed.

A student is considered tardy if not in the classroom at the designated time for class to start. Students arriving late to college or leaving early will be charged as follows: 1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.

Multiple tardies will result in the following discipline:

- 5 tardies—Student will be given a written warning by instructor
- 6 tardies—Student will be placed on probation by the Assistant Director.
- 7 tardies—Student will be referred to the president, and may be suspended.

When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college and will be automatically terminated based on the Withdrawal Policy (automatic).

## Part-Time Students

The number of hours triggering notification or suspension due to absences must be prorated for all part-time and full-time students enrolled for less than a full term.

## 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. An attendance record for each student shall be maintained in the student information system.

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

## Make-Up Hours

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

## Exempt Absences

Students who are members of the Reserve or National Guard and who are required to serve active duty each year will be permitted to do so. In such cases, the student will be granted leave for the period of active duty. VA students on active duty leave will be reported to VA following approved VA Once reporting procedures. These students should advise the college of their military schedule at the beginning of the term their active duty tour is scheduled. The student must provide the college with a copy of the official orders.

A student will be excused from classes for jury duty; however, a copy of the summons must be provided to the college as well as an excuse for each day from the court clerk.

## Reporting Absences

1. All absences and tardies must be recorded in the Student Information Management System (SIMS).
2. When returning to class following an absence, the student should report to the instructor.
3. Leaving class without authorization will be grounds for suspension. The student should report to the instructor before leaving.
4. False information pertaining to reasons for absences will be grounds for dismissal.

## Changes in Enrollment Status

Students will normally not be allowed to change status more than once during the term. Students may change status between terms; however, approval for the change in status must be granted prior to registration.

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

illness or death of an immediate family, or other extraordinary circumstances that are beyond the student's control where continued enrollment creates a substantial hardship.

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

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

## Classroom and Shop Maintenance

Good housekeeping practices should be followed at all times. Trash should be picked up when seen; tools, equipment, etc. should be kept in appropriate places—not on benches, machines and floors when not in use. As an integral part of instruction, each student is expected to participate in housekeeping and cleanup activities at the conclusion of each day to maintain efficient, high-level training programs. The instructors and students are responsible for cleanliness and orderliness at all times. Each program will have a daily routine and students are expected to carry out duties as assigned.

## Course Activities

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

## Utilization of Physical Facilities

The use of shops, laboratories and equipment shall be used only for purposes in carrying out the instructional program of the college. Students are responsible for proper use and care of tools and equipment.

Computer and internet utilization is for official educational purposes only. Any unauthorized use of the computer and/or internet will not be tolerated. Tennessee College of Applied Technology Crump reserves the right to monitor student use of facility computers and/or internet, at all times, without the student's knowledge.

Each TCAT determines the campus location, days, and hours that are available to Affiliated Entities and Affiliated Individuals for uses other than normal educational activities. The following campus locations will be made available to Affiliated Entities and Affiliated Individuals during the identified days and hours at no cost:

- a. James D. Smith Learning Center, 7:30am-4:00pm, Monday-Friday
- b. Otis Floyd Conference Room, 7:30am-4:00pm, Monday-Friday

Non-affiliated entities or non-affiliated individuals who wish to utilize designated TCAT facilities must complete the Facilities Usage Application. This application must be submitted to the Director or designee at least five (5) business days prior to the event. The Director or designee will review the request and make a determination of approval or denial of the request in writing and may take the form of an email message. Disapproval of the request to use the unassigned areas will include a statement regarding the basis for the disapproval. The following campus locations are available to Non-Affiliated Entities and Non-Affiliated Individuals during the identified days and hours at no cost if sponsored by an Affiliated Entity or Affiliated Individual:

- a. James D. Smith Learning Center, 7:30am-4:00pm, Monday-Friday
- b. Otis Floyd Conference Room, 7:30am-4:00pm, Monday-Friday

## Dress Policy

The Tennessee College of Applied Technology Crump is a vocational/technical training institution. Most employers will not employ persons with inappropriate appearance. The college's administration takes the position that each student is here for the sole purpose of preparing for a career in a technical field. Presenting a work-like and neatly dressed appearance makes the task of finding and securing employment much easier. The college's aim is to make the educational experience as much like a well-managed industrial establishment as possible.

Appropriate attire should be worn that is representative of what industry requires in the work place. Safety glasses are required in the shop areas, and loose clothing is prohibited when operating machinery. Appropriate dress is strongly encouraged and will be defined by your instructor. An important training goal for each student at TCAT Crump is to develop a sense of personal pride in his or her appearance and chosen occupation.

Students may be required to purchase certain prescribed clothing such as shop suits, steel-toe boots, pants, shirts, uniforms, etc., for their particular training area.

Wear shoes and clothes suitable for the area enrolled and keep them neat. Provocative or offensive clothing is prohibited on campus; this would include sleeveless shirts or other inappropriate dress.

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

## Attitude

Students are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times.

## ID Badges

Students must wear their Tennessee College of Applied Technology Crump student photo identification badges at all times while on campus. Upon termination from TCAT Crump, students must return their ID badge to the instructor/Student Services Department.

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



## Program Transfer Policy

It is expected there will be very limited transfer between programs, since every attempt is made to place the student into a suitable area at the time of enrollment. Whenever it is felt that a student is not in the proper area, the Student Services Department will counsel the student in order to find a more suitable occupational area. It is expected that generally this will occur during the first term of the student's training. If a currently enrolled student desires to change programs, he or she must complete a change of program form located in Student Services Department. The student will then discuss with the Student Services Coordinator, current instructor, and new instructor the desired changes.

### Transfers of Students from Other Institutions:

All transfers are considered on an individual basis when space is available and admission requirements are met. Transcripts indicating clock hours of attendance, grades and skills are reviewed for credit, time and placement.

### Procedure for Terminating Training

Every student should talk with his/her instructor and the Student Services Department before terminating his/her training. The procedure is as follows:

1. Talk with your instructor. Explain why you are leaving and what your plans are for the future.
2. Complete an Exit Interview Form in the Student Services Department.
3. If a student leaves college, whether receiving an award or not, and did not complete an Exit Interview Form, the Student Services staff will mail the form to the student. This information is very important for COE, U.S. Department of Education, and TBR reporting.
4. Students may owe refunds for financial assistance programs if they do not complete the hours scheduled during the term they graduate/withdraw. An interview with the Financial Aid Administrator is recommended prior to graduation/withdrawal to determine any applicable financial penalties.

### Withdrawal Policy (Automatic)

Any student who is absent from class for three (3) consecutive school days will be automatically withdrawn from class. On the day following the attendance violation, the instructor will provide the Student Services Department with the required withdrawal notification forms.

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

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

### Health and Accident Policy

All students enrolling in Tennessee College of Applied Technology Crump are required to complete a Student Enrollment form which captures medical information. This information will be needed if a student becomes seriously ill or involved in an accident on the College campus or training work site. Adherence to sound safety practices should prevent accidents. However, in the event of an accident or in the event a student becomes seriously ill, the following procedures will be observed:

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

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

It is of utmost importance that the medical information record maintained in the student's file be thoroughly completed at the time of enrollment and that the student update the information if emergency phone numbers or conditions change at any time during training. Any student with special health conditions such as diabetes, hemophilia, HIV, epilepsy, or any other condition that are potentially dangerous should inform the faculty and list the condition on the medical record, which is part of enrollment information. The student should list an emergency contact person on the Student Enrollment Form.

Student insurance is available to students at a reasonable rate. Students may elect to participate in a health and accident insurance program or only in an accident insurance program. All nursing students are required to purchase special insurance applicable to their program.

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

Insurance policy information is available at [www.TBRstudentHIX.com](http://www.TBRstudentHIX.com). Students desiring to participate in the accident insurance program should complete the appropriate form(s) and pay their premiums directly to the insurance provider. Additional packets are available in the Student Services Department.

## Completion Requirements

Graduates of Tennessee College of Applied Technology Crump are usually considered for entry-level employment in their respective occupations. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirement. A certificate of completion may be awarded to any preparatory student who reaches a job proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge.

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

## Students Right-To-Know Graduation Rate

The graduation rate for the Tennessee College of Applied Technology Crump for the 2016 year was 80.4%; the placement rate was 91.8%; and, the licensure rate was 100%.

## Graduation Ceremonies

Graduation ceremonies are held at designated intervals. Each student is strongly encouraged to participate in this occasion when the student's family and friends, as well as the college faculty and staff, are given the opportunity to recognize the accomplishments of each graduate. The Student Services Department will notify the students of the deadlines leading up to the event. Graduates will be informed of the arrangements necessary to receive the cap and gown, as well as the credential.

### Student Accountability

Students are responsible for their own conduct, and violations of established rules and regulations may subject them to disciplinary measures or dismissal. (See TBR Policy 3:02:00:01 regarding Student Conduct and Disciplinary Sanctions – page 85)

### Academic Honesty Policy

Tennessee College of Applied Technology Crump operates under the premise of academic honesty. The policy is that plagiarism and cheating are prohibited. It is the instructors' responsibility to create an environment in which academic honesty is expected, it is the students' obligation to uphold this policy. (See TBR Policy 3:02:00:01 regarding Student Conduct and Disciplinary Sanctions – page 92)

### INFORMATION TECHNOLOGY Student Benefits

All full-time and part-time students at the Tennessee College of Applied Technology Crump will receive several benefits as a student of TCAT Crump. The Information Technology Department will provide a Microsoft Live Email Address from the department along with information about the benefits listed below.

With their live account, students receive the following benefits.

#### **Microsoft Dreamspark**

Microsoft Dreamspark provides educational software for free for students.

The site enables students to download professional-level Microsoft developer tools to advance their learning and skills through technical design, technology, math, science and engineering activities.

In order to get this software at no charge, students are asked to establish or verify their student status once every 12 months. This process is built into this DreamSpark site itself. Verification of valid student status will enable students to download Microsoft developer and design tools at no charge.

<http://www.dreamspark.com>

**Items below are available via school Microsoft Exchange Server Site and are often changed / adjusted by Microsoft.**

#### **Microsoft Mesh**

Microsoft Mesh allows for the synchronization of files across multiple devices. Live Mesh is a data synchronization system from Microsoft that allows files, folders and other data to be shared and synchronized across multiple personal devices and up to 5GB on the web

#### **Microsoft Office Web Apps**

Online companions to Word, Excel, PowerPoint and OneNote

- Easily store files and documents online in a password protected environment
- Access, view and edit your online documents from home, the classroom, the library, or virtually any PC that is connected to the Internet
- View and perform basic editing functions on your online documents even from a computer that doesn't have Microsoft Office installed
- Be able to control who has permission to view or edit any one of your documents
- Simultaneously edit documents (Excel spreadsheets and OneNote notebooks) with others in real-time and see exactly who is editing and viewing your documents

- Get the benefits of working with online documents using the familiar Microsoft Office experience
- When you need to access the additional rich features, it takes just one click from any Office Web App to open the file in the corresponding Microsoft Office program on your desktop
- Available for free through Windows Live SkyDrive
- For more information, please visit <http://office.microsoft.com/web-apps>

### **Windows Live Writer**

Compose compelling blog posts using Windows Live Spaces or your current blog service.

- WYSIWYG blog authoring lets you see exactly what you're going to post before you publish
- Photo publishing allows you to insert, customize, and upload photos with contextual editing tools
- Insert a Windows Live local map directly into a post, and customize it with pushpin links

### **Windows Live Messenger**

One of the world's most popular IM clients lets students do more than just chat.

- Group chat with up to 15 others
- Look at photos together right in the conversation window
- Show off your personal style with custom scenes, animated display pictures, and signature sounds
- Shared folders: Share documents too large to send as attachments
- Send SMS messages from the Messenger interface

### **Windows Live Spaces**

Great for group projects, campus clubs, or personal pages.

- Link to documents stored on SkyDrive
- Share your space with the world or with those you select from your contact list
- Create blogs
- Group discussions
- Templates make it easy to create a cool space

### **Windows Live SkyDrive**

25 GB of free online storage.

Store, access and share files with friends or classmates, from anywhere online. 25 GB of free online storage.

- Password-protected: Students decide who sees what
- Drag and Drop: Uploading content is as easy as dragging and dropping the files from your computer onto the Web
- Shared folders: Working on a project with classmates? With shared folders, the whole team can upload, download, and collaborate on documents and other files

### **Microsoft Outlook Live**

Provide a co-branded Exchange solution at no cost with Outlook Live (10 GB/user).

Outlook Live is built on the latest Exchange technology and has many of the same features your students will use after they leave college.

- Free 10 GB inbox, 25 MB maximum total e-mail message size; 18 MB file attachments.
- Features like shared calendars, drag and drop messages, and conversation view
- Use popular browsers on Windows or Mac, Firefox and Safari are supported
- Directories can be integrated with faculty/staff on Exchange
- Multi-mailbox search for e-mail messages sent and received across your entire organization
- Streamlined on-boarding experience for users

## Computer Operation and Internet Access Policy and Guidelines

All students are required to sign an Acceptable Use Policy for Internet access and must adhere to the following protocols. Compliance with this policy is necessary to insure maximum utilization and performance of each computer system as well as provide a sense of security and restful cooperation among the college community. Strict adherence to this policy will prevent costly damage or repair, downtime, and loss of computer privileges.

1. No computer system can be used without prior approval of the supervising instructor or other college 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 college computers without written approval.
4. Changes to a system's configuration or the inappropriate deleting or changing of computer settings is forbidden.
5. Technical manuals may not be removed from the training area.
6. Computers must not be moved or repositioned on tables.
7. To prevent damage to any system, computer users should not eat or drink within five (5) feet of a computer system, or smoke around computer equipment.
8. Specific policy for access to the Internet:
  - The system may not be used for personal or private matters.
  - Creating, distributing, or accessing hate mail, pornographic or obscene materials, discriminatory, or harassing materials, is strictly forbidden.
  - Anti-Social behaviors, including spamming is forbidden.
  - Creating, distributing, or accessing confidential material, including but not limited to, test files or student/personnel records are forbidden.

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

### Copyright and Digital Millennium Act

Copyright - Materials published by the Tennessee College of Applied Technology Crump are protected by the Digital Millennium Copyright Act. The DMCA also requires that the institution inform all computer and network users that downloading of copyrighted material is prohibited. All photos are also protected by the Professional Photographers of America (PPA). For more information, visit [www.ppa.com](http://www.ppa.com). In addition, Tennessee Code Annotated §49-7-1(c) specifies that the institution ensure that no copyrighted digital music or videos be downloaded using institutional resources. Any attempts to do so will result in appropriate actions.

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

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

## Traffic and Parking Rules

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

Painted lines, markings, or other visible signs will be used to designate authorized parking areas for students, faculty, staff, visitors, or any other persons authorized to use the College's facilities. Please observe the "One Way" or the "Do Not Enter" signs for correct movement around the campus.

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 persons with disabilities only.
5. Parking overnight is prohibited unless prior approval has been granted by the administration.

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

### Disabled/Handicapped Parking Violations

Authority: Tenn. Code Ann. § 55-21-108

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

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

1. Observe the 15 mph speed limit in parking areas and drives around the College;
2. Avoid reckless driving of any kind and exercise reasonable care under all circumstances;
3. Obey all state and local laws regarding the operation of motor vehicles;
4. Yield right of way to pedestrians at all times;
5. Report to Student Services all traffic accidents occurring on campus, which involve injury to persons or property.

Note: The college does not assume any responsibility for the security of, loss, or damage to any vehicle or its contents while on campus. However, students are requested to report any incidents, unusual occurrences, or concerns to the College administration. Violators of parking or traffic regulations will be subject to disciplinary action as established in the Student Conduct Policy.

### Campus Security Act

All students and employees are required to report any criminal offenses or activities that occur on the main campus, extension campus, or instructional service center, to TCAT administration immediately for appropriate action.

The college maintains statistical data regarding certain crimes committed on college-controlled property. The report contains offenses reported and a description of the 2014 Fall Term population. A paper copy will be provided upon request. Students may also request to view the campus crime log.

Questions or concerns regarding campus security matters may be directed to the TCAT administration located in Building One.

## TBI Campus Crime Report

The Tennessee Bureau of Investigation maintains information and statistics on crimes reported on all educational campuses in Tennessee. The specific crime(s) and the number of incidences, which occurred during the 2016 reporting year, are as follows:

Larceny/Theft Offences (Total)	0
Theft from Building	0
Theft from Motor Vehicle	0
Theft – All Other Larceny	0

## Patriot Act Notice to All Students

U.S.A. Patriot Act authorizes law enforcement agencies, acting pursuant to a valid court order, to compel personnel to disclose previously confidential information about their electronic communication via e-mail; their computer access of the internet and other network databases; and/or records of their telephone usage.

## Criminal Background Checks

Criminal background checks may be required at some Practical Nursing clinical sites for training. Based on the results of these checks, a clinical site may determine that a particular student may not be present at their facility. This could result in the inability to successfully complete the requirements of your program of study. Additionally, a criminal background may prevent licensure or employment of your choosing.

## Drug-Free Campus and Workplace

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

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

## Students Enrolled in Allied Health Programs

### Policy on Drug and Alcohol Testing

Students in allied health programs interact with clinical patients in situations where, if impaired by drugs or alcohol, injury or death to self or others could occur. Therefore, there is a recognized public health and safety basis for drug testing. Drug testing may occur when stipulated by clinical agencies prior to the commencement of the clinical rotation, during the orientation process, and on ‘reasonable suspicion’ basis.

Health programs must maintain an efficient academic environment for students, and must provide for the safe and effective care of health care clients. Therefore, the use or abuse of substances, lawful or otherwise, which interferes with the judgment or motor coordination of a student, is strictly prohibited.

The use or misuse, or 'being under the influence of' such substances cited above poses an unacceptable risk of injury or death for students, colleagues, clients, the college and participating health care agencies.

Substance abuse/misuse is defined as:

The use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication AND the unlawful use, possession, distribution, sale or manufacture, of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), OR being "under the influence" of any drug or controlled substance, OR the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by TCAT Crump; at an institution-sponsor event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Tennessee College of Applied Technology Drug-Free Colleges and Communities Policy Statement.

For the purpose of this policy "being under the influence" means that the student's judgment or motor coordination is impaired due to the presence or use of any chemical substance, including alcohol or any "over the counter" or prescription medication.

## Substance Screening for Allied Health Students

### 1. Testing in Connection With Clinical:

Students should be aware that the clinical agencies of the Jackson Regional Practical Nursing Program require that in connection with their participation with this program the successful completion of a zero-tolerance Panel 11 drug screening. Students are hereby "put on notice" of the intent to drug test. Testing will be coordinated between the clinical agency and the program director or her designee.

Testing positive will prevent the student from meeting the criteria set forth by the clinical agencies and thus result in possible termination from the program. Readmission would require mandatory participation in, and satisfactory completion of a drug or alcohol abuse program, or rehabilitation program. Students who refuse testing will be considered as testing "positive". Students who hold a professional license or certification and test positive would be reported to the appropriate state licensing/certifying board. Full reinstatement of licensure / certification would be required for unrestricted return to the nursing program.

### 2. Testing for 'Reasonable Suspicion':

Nursing students engaged in clinical activity may be requested to undergo urine screening for drugs and/or blood test for alcohol if "reasonable suspicion" exists to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Students may also be required to undergo testing at the request of a clinical agency. Reasonable suspicion requires a particularly specific, objective basis that the student is using or is under the influence of drugs or alcohol. Reasonable suspicion may include, but is not limited to observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestation of 'being under the influence' of such, or abnormal conduct or erratic behavior. If it is determined that the student cannot safely continue assigned tasks, the student will be immediately removed from the clinical setting. The professional, in most instances the instructor, determining 'reasonable suspicion' will collaborate findings with another professional if available, i.e. a second instructor if available or professional nurse, and will immediately contact the Nursing Program Director and Student Services Department of the Tennessee College of Applied Technology and complete a detailed occurrence report. The Nursing Program Director and Student Services Department, in collaboration with the instructor/professional, shall be responsible for making the determination as to whether testing is appropriate and will take steps to implement testing. The student will be confronted with the findings and asked to sign a "Consent to Drug/Alcohol Testing" form and submit to a drug/alcohol test. A student who refuses to undergo testing will be referred to the Student Services Department for disciplinary action. Based on the outcome of the test, the Student Services Department will also determine whether to initiate the disciplinary process. Pending



test results, students enrolled in health related programs may attend campus classes but may not participate in clinical until cleared by the Student Services Department.

#### Summary of Testing Procedure:

Prior to testing students will be asked to sign a Statement of Understanding and Consent to Drug/Alcohol screen. Students will incur the cost of all testing. An eleven panel urine drug screen will identify the following substances:

Amphetamines

Cocaine

Opiates

Barbiturates

Methadone

Oxycodone

Cannabinoids

Phencyclidine

Alcohol

Benzodiazepines

Propoxyphene

Testing will be achieved through urine and/or blood testing by an independent lab. At no time will the school collect, transport or process test specimens. Specimens will be obtained at a site in the presence of an authorized test administrator or independent clinician. The collection of the specimen will be performed under reasonable and sanitary conditions. Individual dignity will be preserved to the extent practicable. Students will be asked to remove all unnecessary outer clothing (coats, purses) prior to entering the collection area. Students will obtain urine specimens with the collector present, but there will be no direct observation of the act of urination. EXCEPTION: The collector may observe directly if the collector suspects tampering or adulteration of the specimen for reasons such as: specimen out of temperature range, notation of chemical odors, physical evidence of adulteration, or specimen results are reported as 'dilute', etc. Specimen collection, storage and transportation will be performed in a manner reasonably precluding specimen contamination, substitution or adulteration. Chain of custody will be observed by the test administrator.

The lab, to substantiate results, confirms all specimens testing positive. If the drug/alcohol test is positive and the confirmation test is also positive, the results are then reviewed by a Medical Review Officer, MRO. If the student cannot substantiate the positive results of the test by providing a prescription in the student's own name dated prior to the date of the drug test the results will be upheld to be 'positive' and the student will be terminated from the nursing program. Refusing to submit to testing, adulterating or attempting to adulterate a specimen in any way will be considered a positive result and termination will be implemented. The student will be provided with information for counseling and rehabilitation. Upon request, students will receive a copy of the written test results. The results of testing will not be released to any person other than the student and personnel of the school who have a need to know unless the student gives express, written authorization to do so, specifying to whom the results may be released.

If a student challenges the validity of a confirmed test, the student may request a portion of the specimen be sent to a secondary laboratory for further testing. Dilute specimens will be recollected and tested. The cost of further testing including any fees for processing and mailing will be at the student's expense.

## Refusal to Submit for Allied Health Screening

Refusal to submit to any required drug or alcohol screen includes failure to provide adequate amount of urine for testing without a valid medical statement or engaging in conduct obstructing the testing process. Refusal to submit to testing will have the same consequences as if the student tested positive.

### Ramifications for Allied Health Students

A confirmed positive result will lead to disciplinary and academic penalties, up to and including termination from the nursing program. All disciplinary action taken will comply with the procedures outlined in the student handbook and will be pursuant to the advice of the Nursing Coordinator, the Student Services Department, the President of the TCAT (or his designee) and the Office of General Counsel. Students who have tested positive under the substance abuse screening policy who wish to re-enroll in the nursing program must have satisfactorily completed a drug or alcohol abuse program or rehabilitation program. Other criteria may be set by the college.

### Application of the Americans with Disabilities Act

The American with Disabilities Act does not pre-empt student compliance with the substance screening policy. Due to the safety and health-sensitive nature of clinical nursing, it is not discriminatory to require nursing students engaged in clinical activities to undergo substance screening.

The cost of all drug/alcohol screening is the responsibility of the student.

### Smoking Policy

In accordance with the laws of the State of Tennessee (Public Chapter 410, "Non-Smoking Act"), the following smoking policy applies to all persons at TCAT Crump:

Smoking will not be permitted in any administrative or faculty office, shop, classroom, college vehicle, laboratory, or in the Burks Center at any time. All smoking must be done in designated areas, which includes the gazebo and the covered smoking area at the rear of the college. All buildings and the main breezeway between the shop areas are smoke-free environments.

Benches and other picnic tables placed in certain areas of the campus are for non-smoking breaks only. Compliance with this policy is **mandatory**. Please place trash in the proper waste containers, not on the ground or in the graveled areas.

A person who knowingly smokes in an area where smoking is prohibited by the provisions of this part shall be subject only to a civil penalty of fifty dollars (\$50). Receptacles will be provided for this purpose and all persons are expected to properly dispose of their cigarette butts.

### Smokeless Tobacco Policy

Smokeless tobacco is prohibited for use in any classroom, shop area, or public area on campus.

### Drug and Alcohol Prevention Information

Drug and/or alcohol abuse can affect one's physical and emotional health as well as social life and everyday living. Long-term abuse can destroy a healthy body and mind. This college has a drug-free policy and a prevention program to assist students and staff members who have problems with alcohol or drug abuse. Student Services personnel are available to assist and make referrals to appropriate agencies, which assist persons with this problem. Every effort will be made to respond effectively to the use and abuse of alcohol and drugs by the college's population. The Tennessee college of Applied Technology

expects all students and staff members to comply with the rules and local and state laws relating to alcoholic beverages and drugs. The Omnibus Drug Initiative Act of 1988 requires that all grantees receiving grants from a federal agency certify that they will maintain a drug-free workplace (this includes colleges receiving campus-based appropriations).

All students, faculty, and staff of the Tennessee College of Applied Technology Crump are strictly prohibited from participating in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the Tennessee College of Applied Technology - Crump's training place. Each student must notify the Financial Aid Officer of any criminal drug statute conviction for a violation occurring in the training college no more than five days after such conviction. Violation of this rule, which results in a criminal conviction, will force one of the following actions against said student: a written warning, probation, and/or termination following established Tennessee Board of Regents guidelines for disciplinary actions. TCAT Crump will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law). These sanctions may include expulsion, termination of employment, and referral for prosecution.

The Tennessee College of Applied Technology Crump's drug prevention program addresses two major concerns:

1. The maintenance of an environment in which students can learn, and
2. Help for students and personnel whose development or performance is threatened by the abuse of alcohol or drugs.

Criminal activity and disruptive behavior must be controlled. However, individuals in need of treatment or early intervention should be referred to an appropriate program. In addition to responding effectively to alcohol and drug problems, the College seeks cooperation of local agencies and organizations in efforts to prevent the problems and encourage alternatives.

The college's Alcohol and Drug Abuse Prevention Program is designed to accomplish the following:

1. Assist college personnel and the community in preventing alcohol and drug abuse.
2. Provide the support college officials need from parents, alcohol and drug professionals, other treatment providers, and law enforcement to deal effectively with the alcohol and drug abuse problem.
3. Provide help to individuals who need it and protect the learning environment for the majority of students.
4. Alcohol and drug education for students.
5. Information to students on rights and responsibilities.
6. Employee assistance to deal with alcohol and drug problems of college personnel.

Drug and Alcohol Counseling, Treatment, & Rehabilitation Assistance referrals may be found on the institutional website at: <http://www.tcatcrump.edu/counseling-drug-and-alcohol-abuse-prevention-depression-and-economic-assistance>.

## Student Life Activities

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

## CONSUMER INFORMATION

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### Student Services

**Educational.** The staff assists applicants in selecting an area of training based upon his/her abilities, interest, and goals using personal interviews, testing, and transcripts.

**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 Crump is dedicated to our graduates finding employment upon completion of training. The department maintains very close contact with industry and the state employment security office and is able to place a large percentage of students in employment upon completion of training. Placement of graduates is a primary concern of each instructor and college's 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.

**Technology Foundations.** The skills necessary to compete in today's labor market are far different from those of past decades. Current workplaces demand workers that can solve problems, communicate, work in teams, and demonstrate flexibility in the face of constant change. TCAT Crump provides Technology Foundations to all students. This class uses the KeyTrain® system for pre-evaluation, assessment, counseling aid, and training tool to enhance these skills as needed for each student.

**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 college 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 Crump. 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.

### Alumni

This institution does not have a formal alumni organization. However, all graduates are considered Tennessee College of Applied Technology Crump alumni and are encouraged to provide any feedback to the college as deemed appropriate and respond to follow-up forms as received. The college also encourages its alumni to provide community support to the college and visit the college periodically.

### Career Counseling

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

Student Services personnel are responsible for guidance to those currently enrolled students who may decide to change their original vocational choice. In addition, the student may make personal problems or conflicts known to a member of the Student Services Department who will endeavor to help the student with alternatives to successfully solve or adjust to the problem. If necessary, the student will be referred to an agency that has been established to meet specific needs of the individual. By providing career assessment, academic, and personal counseling, the Student Services

Office functions for the benefit of helping applicants, students, and graduates to develop their employment potential and reach their intended career goals. Students need not have an appointment or schedule a specific time in advance, but in some cases, it is advisable. Instructors will cooperate with the students in allowing and encouraging the use of the Student Services Department.

## Communication Devices

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

Students are not permitted to use office or classroom phones except for emergencies. Public pay telephones are provided in the Floyd Building and the Administration Building. Cellular phones and/or pagers are not allowed to be turned on during class time.

## Exit Interview

Students leaving the college are requested to complete an exit interview form. This questionnaire will provide useful information to the college regarding the quality of programs, instructional equipment and our services, as well as student employment information. Before leaving the college, the student should obtain an exit interview form from the Student Services Department or from the instructor. Students must complete an exit interview form upon completion of their training program in order to meet graduation requirements.

## Food Services

A snack bar, is located in the Burks' Building for use by students for scheduled breaks and lunches.

## Inclement Weather

Inclement weather, especially winter ice and snow, occasionally make it difficult for students to attend college. The faculty and staff of the Tennessee College of Applied Technology Crump are concerned with the safety of each student during inclement weather. The Tennessee College of Applied Technology Crump will take one of three steps during inclement conditions.

1. Remain open as normal;
2. Close completely with the day(s) being made up within the same term at the direction of administration and approved by TBR;
3. Operate on a modified college schedule since so often many roads are usually clear by mid-morning. Classes will be dismissed at any time during the training day or evening if weather conditions deem it necessary.

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

When weather conditions are severe, information regarding college closing will be announced through the following avenues as early as possible:

- RAVE™ Student Notification System
- TV Channel 7, WBBJ, Jackson
- Radio Station 93.5 FM, WKWX, Savannah
- [www.TCATcrump.edu](http://www.TCATcrump.edu)
- Facebook

Do not confuse announcements regarding TCAT Crump with Jackson State Community College nor Public Colleges. In addition, cancellation of day classes does not mean that night classes will also be cancelled, or vice versa.

Any instructional time, which is lost due to college closures, will be made-up during the term in which the closure occurs.

## Safety Policy

The Tennessee College of Applied Technology Crump is required to comply with the Tennessee Occupational Safety Health Act, P.L. 91-596 of 1970, Standards, which requires all persons to understand the safety and health requirements of their specific area of employment. Each student will receive instruction in safety upon enrolling and is required to adhere to all safety requirements of the TCAT-C at all times. No student will be permitted to use any machine or training equipment without permission from the instructor. Tennessee state law requires that safety glasses be worn in certain types of operations in the shops. In some areas of training, safety glasses, protective clothing and footwear are required. At all times and in all training areas, proper attire is a must for all students. Anyone wishing to report a safety hazard may contact the Director.

Training programs must be conducted under maximum safety conditions for all personnel. Safety instructions will be given during every course, and each student must pass tests to determine comprehension of these instructions. Safety glasses and goggles must be worn in all shops. After complete instructions have been given, any safety violation may result in suspension or expulsion from the college. Each individual is considered to be personally responsible for fire prevention and careful compliance with safety regulations is required to prevent fires. Emergency drills (i.e., fire, tornado, etc.) are conducted periodically to keep all college personnel alert and responsive in case of emergency and to provide frequent testing and proper use of all emergency equipment. The safety of students and employees are vital to administration. All students should familiarize themselves with the plans, locate emergency exits, tornado shelters, and actively participate in any drills.

## Firearms

Except as otherwise provided for in TBR Policy 7:01:00:00, *Firearms and Other Weapons*, possession of firearms or other weapons on institution property is prohibited.

## Drug Search

This campus is subject to a drug search at any time by members of law enforcement with the use of K-9 units with or without prior notice to administration or students.

## Emergency Procedures

Each institutional department and program has a copy of the Tennessee College of Applied Technology Crump Emergency Response Plan. The plan is easily available to faculty and staff for easy student access

in the training areas and the college shared file repository. Safety shelters and safe areas are identified or marked across the campus.

The following items are included in the handbook:

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

## Visitors on Campus

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

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

All visitors will be provided safety glasses when visiting a particular shop area where these precautions are necessary.

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

## Voter Registration

In accordance with the Higher Education Act Campus Voter Registration Section in 34 CFR Part 668.14, TCAT Crump encourages all students to register to vote. A link to a voter registration form is located on the institutional website at [www.TCATcrump.edu](http://www.TCATcrump.edu) or forms may be obtained in the Student Services Department. The State of Tennessee site for voter registration is available at <http://www.tn.gov/sos/election/index.htm>.

### **General information on who may register:**

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

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

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

**Who may vote:**

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

**Commission of the Council on Occupational Education**

**2016 Report**

	<b>2015 COE Requirements</b>	<b>TCAT Crump</b>
<b>Completion Rate</b>	60% or higher	85.9%
<b>Placement</b>	70% or higher	91.8%
<b>Licensure</b>	70% or higher	100%



## Integrated Postsecondary Data

Information			
<b>Institution Name:</b> Tennessee College of Applied Technology-Crump		<b>Institution Type:</b> College	
<b>Mailing Address:</b> 3070 HWY. 64 West Crump, TN 38327	<b>General information:</b> 7316323393	<b>IPEDS ID:</b> 221430	
	<b>Financial aid office:</b> www.tcatcrump.edu	<b>Admissions office:</b> www.tcatcrump.edu	
Characteristics			
<b>Description:</b>	Public, 2-year		
<b>Certificates offered:</b>	Less-than one year, One but less than two years, Two but less than four years		
Enrollment			
<b>Total enrollment:</b>	320		
<b>Undergraduate enrollment:</b>	320		
<b>Percent of Undergraduate enrollment</b>			
<b>by gender</b>			
Men:	73%		
Women:	27%		
<b>by race/ethnicity</b>			
Black or African American:	5%		
Hispanic/Latino:	1%		
White:	88%		
American Indian/Alaskan/Asian	2%		
Two or more races:	3%		
Race/ethnicity unknown:	1%		
(Enrollment data Fall 2015)			
Financial			
<b>Program prices for full-time students</b>			
	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>
<b>Tuition &amp; fees</b>	\$5,925	\$5,925	\$5,710
<b>Books and supplies</b>	\$1,500	\$1,500	\$1,500
<b>Off-campus</b>			
Room and board	\$8,100	\$8,100	\$7,860
Other expenses	\$8,260	\$8,260	\$8,260
<b>Off-campus with family</b>			
Other expenses	\$8,260	\$8,260	\$8,260

National College for Education Statistics  
Institute of Education Sciences

(Source: National College for Education Statistics Institute of Education Sciences; IPEDS College data 2013-2014)

(Source: IPEDS College data 2015-2016 and 2016-2017)

## Advisory Committees

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

### Institutional Advisory Committee

**Mr. Jimmy Bell**

West TN Workforce Investment Board  
Southwest HRA

**Mr. Eddie Crittendon, CEO**

McNairy County EDC & Chamber of Commerce

**Mr. Ronnie Brooks**

McNairy County Mayor

**Mr. Steve Bunnell, CEO**

Team Hardin County

**Mr. Kevin Davis**

Hardin County Mayor

**Ms. Beth Pippen, Tourism Director**

Hardin County Convention & Visitor's Bureau

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## ACADEMIC SUPPORT

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### Instructor Qualifications

Instructors at the Tennessee College of Applied Technology Crump meet a minimum requirement of at least three years of experience and formal training in the area in which they instruct. In addition, each instructor that has prior experience and training are involved in continuing education to insure that they are knowledgeable in the latest technology relevant to their prospective programs.

### Continuing Programs

All continuing programs are designed to prepare persons for employment in specific or closely related occupations. Full-time continuing programs are offered on a thirty-hour per week basis. The part-time continuing programs are offered on a less than full-time basis. Instructional units are designed as a guide to assist the instructor in developing an individualized program for each student. The instructor will adjust the number of hours that a student spends working in the instructional units according to the student's ability.

### Non-continuing Supplemental Programs

All non-continuing supplemental programs are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary to present employment or to acquire new skills and knowledge for a higher level of employment.

### Special Industry Training Programs

Special industrial and public programs are offered to business and industry upon their request. These classes are conducted by instructors at the college or at the place of the enrollees' employment. When the need arises, specialized and intensified courses may be developed to meet specific requirements of industry. College administration may be contacted for more information.

## Notice of Disclaimer

The Tennessee College of Applied Technology Crump provides the opportunity for students to increase their knowledge by providing programs through faculty who, in the opinion of TCAT Crump, are trained and qualified for teaching at the post-secondary level. However, the acquisition of the knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to any course program. As a result, TCAT Crump does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete a specific examination for any course, degree or license.

## Cooperative Education

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

Students interested in Cooperative Education should meet with their instructor to discuss co-op opportunities. The instructor must submit a co-op request form to the Director for approval. The student, instructor, employer, and Director must sign the formal co-op agreement.

## Library / Media Services

Each program has a resource library and media center located in each classroom.

## PROGRAMS AT A GLANCE

Administrative Office Technology	1296 hours	Health Information Management Technology	1296 hours
Collision Repair Technology	1728 hours	Heating, Ventilation, Air Conditioning, and Refrigeration	1728 hours
Computer Aided Design Technology	1728 hours	Industrial Electricity	1728 hours
Computer Information Systems	1296 hours	Industrial Maintenance	1728 hours
Computer Information Technology	2160 hours	Machine Tool Technology	1728 hours
Digital Graphic Design Technology	1728 hours	Practical Nursing	1296 hours
Electronics Technology	1728 hours	Welding Technology	1296 hours

## Distance Learning

### TN eCampus

Tennessee Board of Regents' (TBR) colleges, universities, and colleges of applied technology have joined to offer graduate and undergraduate degrees, certificates and diplomas through TN eCampus.

The Tennessee Colleges of Applied Technology (TCATs) are the premier suppliers for workforce development. The 27 Tennessee Colleges of Applied Technology provide state-of-the-art technical training for workers to obtain technical skills and professional training necessary for advancement. The Tennessee Colleges of Applied Technology are pleased to be a part of the TN eCampus program.

You are able to apply for admission and register online to the TCAT of your choice.

## On Campus Training

With on-campus training, you have the ability to network, make professional contracts, and communicate with your classmates, instructors, and Tennessee College of Applied Technology Crump faculty and staff.

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

Program offerings are listed alphabetically, with a brief description of program content, training schedule and award levels. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.TCATCrump.edu](http://www.TCATCrump.edu).

## Program Break/Lunch Schedules

All classes begin at 8:00 a.m. and end at 2:30 p.m., Monday – Friday

Instructor/Program	Break(s)	Lunch
Administrative Office Technology	9:45 a.m. – 9:55 a.m. 1:15 p.m. – 1:25 p.m.	11:20 a.m. – 12:00 p.m.
Collision Repair Technology	9:30 a.m. – 9:40 a.m. 1:00 p.m. – 1:10 p.m.	11:20 a.m. – 12:00 p.m.
Computer Aided Design Technology	9:30 a.m. – 9:45 a.m. 1:00 p.m. – 1:15 p.m.	11:00 a.m. – 11:30 a.m.
Computer Information Systems	9:15 a.m. – 9:30 a.m. 1:00 p.m. – 1:15 p.m.	11:00 a.m. – 11:30 a.m.
Computer Information Technology	9:15 a.m. – 9:30 a.m. 1:00 p.m. – 1:15 p.m.	11:00 a.m. – 11:30 a.m.
Digital Graphic Design Technology	9:30 a.m. – 9:45 a.m. 1:00 p.m. – 1:15 p.m.	11:00 a.m. – 11:30 a.m.
Electronics Technology	9:30 a.m. – 9:45 a.m. 1:15 p.m. – 1:30 p.m.	11:00 a.m. – 11:30 a.m.
Health Information Management Technology	9:45 a.m. – 10:00 a.m. 1:15 p.m. – 1:30 p.m.	11:30 a.m. – 12:00 p.m.
Heating, Ventilation, AC/R	9:30 a.m. – 9:45 a.m. 1:30 p.m. – 1:45 p.m.	11:00 a.m. – 11:30 a.m.
Industrial Electricity	9:00 a.m. – 9:15 a.m. 1:15 p.m. – 1:30 p.m.	11:00 a.m. – 11:30 a.m.
Industrial Maintenance	9:30 a.m. – 9:45 a.m. 1:15 p.m. – 1:30 p.m.	11:00 a.m. – 11:30 a.m.
Machine Tool Technology	9:30 a.m. – 9:40 a.m. 1:00 p.m. – 1:10 p.m.	11:00 a.m. – 11:30 a.m.
Practical Nursing	10:00 a.m. – 10:15 a.m. (no afternoon break)	Between 11:00 a.m. -12:00 noon (45 minutes)
Welding Technology	9:15 a.m. – 9:30 a.m. 1:30 p.m. – 1:45 p.m.	11:15 a.m. – 11:45 a.m.

## Evening Program Break Schedule

All classes begin at 4:00 p.m. and end at 9:00 p.m., Monday, Tuesday and Thursday

Breaks: 5:30 p.m. - 5:45 p.m. and 7:15 p.m. - 7:30 p.m.

## ADMINISTRATIVE OFFICE TECHNOLOGY

The Administrative Office Technology program trains students with the basic skills and knowledge required to succeed in today's office environment and prepares individuals for the continuous technological advances needed in the business world.

Students have the opportunity to prove their current abilities and then expand their knowledge of areas less familiar. The program provides studies in multiple areas, for example; general office practices, accounting, and medical office simulations. Multiple simulations are presented in order to prepare students for the environment of a continuously changing field.

Administrative Office Technology will help build your foundation for a strong and prosperous future as an administrative assistant.

## PROGRAM AWARDS & LENGTHS

### Diplomas

Accounting Assistant .....	1296 hours
Administrative Assistant.....	1296 hours
Medical Administrative Assistant .....	1296 hours

### Certificates

General Office Assistant.....	432 hours
Office Software Specialist .....	864 hours

## COLLISION REPAIR TECHNOLOGY

The Collision Repair Technology (CRT) program is designed to help students develop the skills and knowledge that is needed to perform the repairing and refinishing procedures of collision repair on a full frame or a unibody vehicle in order to restore them back to the original manufacturer's specifications. The students will be taught advanced repair and refinish techniques as they experience real world, hands-on training while we prepare them to obtain employment in the collision repair industry.

The entire course takes an average of 16 months to complete and it is offered year round. A majority of the student's training time is centered around "hands-on" shop training projects. Our curriculum is based on ASE guidelines and held to the highest standards. The talents and capabilities of those who pursue the CRT course are rewarded with self-satisfaction, job contentment, and a means for making a profitable living.

## PROGRAM AWARDS & LENGTHS

### Diplomas

Collision Repair Technician .....	1296 hours
Automotive Refinishing Technician .....	1296 hours
Collision Repair and Refinishing Technician.....	1728 hours

### Certificates

Non-Structural Assistant.....	432 hours
Non-Structural and Structural Assistant.....	864 hours

## COMPUTER AIDED DESIGN TECHNOLOGY

The Computer Aided Design Technology program provides training for individuals who wish to acquire the skills, knowledge, and attitudes necessary to become successfully employed in today's modern field of Drafting and Computer Aided Design.

The Computer Aided Design Technology program provides an introduction to the diverse fields of mechanical drafting and AEC (architectural, engineering, and construction). These individualized, competency-based courses are taught in a lab environment and include real-world projects.

Students learn to prepare working drawings and plans by use of Computer-Aided Drafting and Design (CADD) software. They will be introduced to computer-aided additive manufacturing processes in which they will design, create, and 3D print physical objects they have modeled. CADD and 3D printing are tools used by drafters, designers, and engineers in today's technological world.

## PROGRAM AWARDS & LENGTHS

### Diplomas

Drafting and CAD Technician .....	1728 hours
Residential Architecture Drafter .....	1728 hours
Mechanical Drafter .....	1728 hours

### Certificates

Assistant Drafter .....	432 hours
Detail Drafter .....	864 hours



## COMPUTER INFORMATION SYSTEMS

The Computer Information Systems program provides technical training in computer operations that meet the occupational needs of local business and industry in computer related areas. This program provides students with first-hand knowledge of the hardware, software, and operations of personal computers used in business and industry today.

The program consists of a combination of job simulated projects and actual campus IT work which provides the student with true “hands-on” learning experience. Each student is assigned an IBM compatible system to work with during their enrollment in the program.

The program prepares students for certification exams prevalent in the IT field. Several certification exams are available to take as a part of their training in class.

## PROGRAM AWARDS & LENGTHS

### Diplomas

Hardware Specialist .....	1296 hours
Web Developer .....	1296 hours
Computer Support Specialist .....	1296 hours

### Certificates

PC Operator.....	432 hours
Information Processing Technician .....	864 hours

## COMPUTER INFORMATION TECHNOLOGY

The Computer Information Technology program provides technical training in computer operations that meet the occupational needs of local business and industry in computer related areas. This program provides students with first-hand knowledge of the hardware, software, and operations of personal computers used in business and industry today.

The program consists of a combination of job simulated projects and actual campus IT work which provides the student with a true “hands-on” learning experience. Each student is assigned an IBM compatible system to work with during their enrollment in the program.

This program prepares students for certification exams prevalent in the IT field. Several certifications exams are available as a part of the student’s training in class.

### PROGRAM AWARDS & LENGTHS

#### **Diplomas**

Computer System Support .....	1296 hours
IT Specialist.....	1728 hours
IT Systems Coordinator .....	2160 hours

#### **Certificates**

Desktop Technician .....	432 hours
Networking + .....	651 hours
Security + .....	864 hours

## DIGITAL GRAPHIC DESIGN TECHNOLOGY

The mission of the Digital Graphic Design Technology program is to provide training for individuals who wish to acquire the skills, knowledge, and attitudes necessary to become successfully employed in the field of Graphic Design.

The Digital Graphic Design Technology program combines art with technology to communicate ideas in print and digital media. Students will be introduced to basic drawing techniques, color, print, typography, image editing, and page layout.

The program consists of a combination of theory and job simulated projects which provide individuals with realistic “hands-on” learning experiences. Students will use specialized software to create page layouts, digital illustrations, package designs, animated graphics, photo-realistic images, and CAD drawings.

### PROGRAM AWARDS & LENGTHS

#### **Diplomas**

Digital Illustrator .....	1296 hours
Digital Graphics Designer .....	1728 hours
Digital Technical Illustrator .....	1728 hours

#### **Certificates**

Graphic Arts Technician .....	432 hours
Graphics Layout Technician .....	864 hours

## ELECTRONICS TECHNOLOGY

The Electronics Technology program covers electronics, components, hardware, and troubleshooting and focuses on installation, maintenance, and repair of equipment, computers, and networks.

Electronics students will be introduced to DC and AC circuits, including voltage, current resistance, capacitors, inductors, and transformers. Analog and Digital circuits including microprocessors will be explored in real life hands-on situations. Industrial applications dealing with pneumatics, power motors, AC drives, PLC's, Instrumentation and robotics are offered for the student seeking a specialty in Industrial Instrumentation.

The Electronics Technology program provides theory and "hands-on" training necessary for work in a variety of fields.

Students successfully completing the program may be employed by Electronics Component manufacturing and Avionics to Industrial Manufacturing (paper mill, automotive, etc.)

## PROGRAM AWARDS & LENGTHS

### **Diplomas**

Electronics Technician Apprentice.....	1296 hours
Industrial Control and Automation Specialty .....	1728 hours

### **Certificates**

Electronics Assembler.....	432 hours
Electronics Tester .....	864 hours

## HEALTH INFORMATION MANAGEMENT TECHNOLOGY

The Health Information Management Technology program is designed to develop the skills and knowledge needed to secure jobs in today's rapidly changing medical field regardless of a student's prior office experience or training.

Students have the opportunity to study and experience "hands-on" training with today's advanced electronic health records software and develop the computer skills needed for the modern medical office, including medical coding and insurance billing as well as basic medical office skills.

The increasing use of electronic health records (EHR) will continue to broaden and will utilize a classification system to determine the amount for which healthcare providers will be reimbursed if a patient is covered by Medicare, Medicaid, or other insurance programs. Health Information personnel should possess good oral and written communication skills as they often serve as liaisons between healthcare facilities and insurance companies. Candidates proficient with computer software and technology are appealing to employers that continue to adopt electronic health records. Persons employed in the health information technology field work at a number of healthcare facilities such as medical clinics, nursing facilities, outpatient colleges, and home healthcare services.

### PROGRAM AWARDS & LENGTHS

#### **Diplomas**

Health Information Specialist ..... 1296 hours

#### **Certificates**

Health Information Support ..... 432 hours

Health Information Coordinator ..... 864 hours

This program is located at the Henderson-Chester Technology Center Instructional Service Center, 1449 White Avenue, Henderson, TN 38340, (731) 989-0095

## HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

The Heating, Ventilation, Air Conditioning & Refrigeration program provides instruction in techniques, skills, and technical information necessary for entry-level employment.

Students will be trained in installation, troubleshooting, and repairing both commercial and residential air-conditioning and refrigeration units.

Students can expect high quality technical training and job skills for area residents, industrial institutions, and individualized training needs.

This program provides equal opportunity for every student to develop their technical skills and knowledge at the most expedient rate of time possible.

### PROGRAM AWARDS & LENGTHS

#### **Diplomas**

Heating, Ventilation and Air Conditioning Technician ..... 1296 hours  
Heating, Ventilation, Air Conditioning, and Refrigeration Technician ..... 1728 hours

#### **Certificates**

HVAC Mechanic Assistant..... 432 hours  
Domestic Unit Repair..... 864 hours

## INDUSTRIAL ELECTRICITY

The Industrial Electricity program is designed to prepare the student for employment as an electrician upon successful completion of the program. The student will receive instruction in general wiring methods, commercial, and industrial electrical wiring as well as training in electrical controls for machines and electric motors.

Electricians work with blueprints during installation of electrical systems in factories, office buildings, homes, and other structures. Electricians not only install electrical systems, but also provide maintenance and locate and correct problems before breakdowns occur.

Electricians must follow the National Electric Code and comply with state and local building codes when they install systems.

A large part of the training program's training takes place in the field as students help wire large industries, homes, and other buildings.

## PROGRAM AWARDS & LENGTHS

### **Diplomas**

Electrician Apprentice Class II.....	864 hours
Electrician Apprentice Class I .....	1296 hours
Construction Electrician.....	1728 hours

### **Certificates**

Electrician Helper.....	432 hours
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## INDUSTRIAL MAINTENANCE

The Industrial Maintenance program provides students training in the use of equipment and maintenance/repair procedures of industrial equipment in the ever-changing technological work place. Industrial Maintenance is characterized by variety because each repair job presents a different problem requiring the knowledge to diagnose and repair the equipment.

The Industrial Maintenance program offers individualized instruction. The program also offers a Diploma without prerequisites and should be completed in 1728 hours. However, certificate awards may be awarded at different levels in the event a student must leave the program before completing all modules or has different knowledge desires and requirements.

### PROGRAM AWARDS & LENGTHS

#### **Diploma**

Industrial Maintenance Technician..... 1728 hours

#### **Certificates**

Industrial Maintenance Apprentice ..... 432 hours

Industrial Maintenance Apprentice II ..... 864 hours

PLC-Robotics ..... 1296 hours

HVAC Mechanical Helper ..... 1296 hours

IM Maintenance Machinist ..... 1296 hours

Combination Arc Welder..... 1296 hours



## MACHINE TOOL TECHNOLOGY

Machine Tool Technology provides trainees with technical knowledge and fundamental experience necessary to perform machine shop skills, such as the skillful use of blueprints, hand tools, and machines required to make quality parts. Students study the general purpose of machine tools in order to obtain the fundamental principles inherent in all machine shop operations.

Machinists are the skilled operators of machine tools who create and maintain the tooling, fixtures, and equipment which are at the heart of industry. While these positions have been in existence since the industrial revolution, the machine tools and work practices have evolved with space age technology.

From computerized machine tools to exotic materials, today's machinists/tool & die makers take advanced theories and put them into practice.

## PROGRAM AWARDS & LENGTHS

### Diplomas

General Machinist .....	1296 hours
Machinist I .....	1728 hours

### Certificates

Production Machine Tender .....	432 hours
Machine Set-Up Operator .....	864 hours

## PRACTICAL NURSING

The primary purpose of the Practical nursing (PN) program is to provide classroom and clinical learning experiences which enable graduates of the program to obtain the basic competencies needed to secure licensure and become gainfully employed. Clinical experience is conducted in area facilities.

Following successful completion of the PN program, graduates will take a nationally standardized exam, the NCLEX-PN leading to licensure as a licensed practical nurse, LPN. (TN Code Annotated, Individuals with certain criminal histories may not be eligible for licensure.) Practical Nursing admission is not automatic, even though the applicant may be otherwise academically qualified.

## PROGRAM AWARDS & LENGTHS

### **Diplomas**

Practical Nursing ..... 1296 hours

## WELDING TECHNOLOGY

The Welding Technology program provides each student with an opportunity to gain the technical knowledge and “hands-on” skills required for employment as a combination welder. This is accomplished through classroom instruction and practical welding exercises carried out in an industrial shop setting.

Students learn how to weld using the shielded metal arc, flux cored arc, gas metal arc, and gas tungsten arc welding processes. Both manual and mechanized oxy-fuel and plasma arc cutting is used excessively.

Welding is a dynamic industry with a bright future and its influence is so broad that many of the product designs and building techniques of our modern day would not be possible without it. With developments in technology, there is almost no limit to what welding can do.

As the demand for skilled welders continues to rise and the technology on welding becomes more advanced, students have a unique opportunity to learn a career that will shape the future.

### PROGRAM AWARDS & LENGTHS

#### **Diplomas**

Welder..... 1296 hours

#### **Certificates**

Welder’s Helper .....84 hours

Shielded Metal Arc Welder..... 432 hours

Gas Metal Arc Welder ..... 864 hours

Gas Tungsten Arc Welder ..... 1296 hours

## 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. Service provided to students includes the following:

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

### **Training Schedule**

Schedule varies to accommodate day and evening students, as well as, students attending the extension campus.

All programs participate in Technology Foundations with the exception of Practical Nursing.

Students are expected to complete Technology Foundations in their first trimester of enrollment. Students must complete Technology Foundations in order to graduate.

## WORKER CHARACTERISTIC

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

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

The ten worker characteristic traits identified are:

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

Three primary results of the Work Characteristics Course make it a winning proposition for all concerned. These results are:

1. Students begin employment with positive work characteristics skills, which enhance their value as employees.
2. Instructors develop more motivated and attentive students.
3. Employers acquire employees with desirable work habits.

## TESTING COLLEGE

### HESI Assessment Testing

The HESI assessment test is a pre-admission entrance exam for the practical nursing program. It is one of the first steps in the application process for this program. You must score a minimum of 70 in reading and math on the computerized exam or be 20 years of age and under and have met the ACT score of 19 in both parts: Math and Reading. This does not apply to a composite score of 19; (This has to be met to be eligible

to remain in the Practical Nursing Program application process.) These scores are good for a maximum of two years and are transferable from one TCAT to another. Waiting period to retest is 15 days and this period may be longer based on the availability of testing. Full HESI test must be taken for all attempts. There is no official limit as to how many tests can be taken in a calendar year. There is a fee for this test and testing fee amounts are available in the Student Services Department.

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

Additional testing opportunities available at TCAT Crump may include, but not limited to, the following:

- HESI Exam (Nursing & Allied Health Entrance Exam)
- Electronics and FCC Certification Exams (ETA)
- High Stakes Testing (ACT & Castle)
- IC3 Certification (Certiport)
- Medical Billing and Coding Certification Exams (NHA/ATI)
- MOS – Microsoft Office Specialist (Certiport)

## Course Descriptions by Program

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### Administrative Office Technology

AOT 0001-0003 – **Worker Characteristic** – The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

AOT 1010 – **Orientation and Safety** – This course introduces the student to the program’s policies and procedures, method of instruction, expected proficiencies, and program objectives. The course also addresses safety, health, and fire prevention on campus and in the job field.

AOT 1020 – **Office Technology Foundations** – Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for AOT and are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

AOT 1030 – **Keyboarding & Data Entry** – This course is great for beginners as well as the experienced typist who wants to improve speed and accuracy. The major objectives are to develop touch control of the keyboard and proper keyboarding techniques, to build basic speed and accuracy, and to provide practice in applying those basic skills to the formatting of e-mails, reports, letters, memos, tables, and other kinds of personal and business communications to prepare the student for work in an office environment.

AOT 1040 – **Office Procedures I** – This course is designed to prepare the student for administrative duties in the clerical office. It teaches administrative office procedures as well as providing exercises in judgment, independent action, coping with interruptions, utilizing telephone skills, as well as filing rules, procedures and record retention.

AOT 1050 – **Computer Essentials** – Students in this course will learn the most important topics of computer concepts. Students will become familiar with computer and Internet basics and both hardware and software. They will also learn digital electronics file management, the basic of networks and the Internet, and data security. The Web, e-commerce, digital media, computer industry careers, email, and Microsoft Outlook are also covered in this course.

AOT 2010 – **Word Processing Applications** – Students will be presented an overview of Microsoft Office 2010 and then carry into the different aspects of the application of Microsoft Word. Students will learn to create documents, edit documents, format text, paragraphs, and create and format tables. The student will learn how to illustrate documents with graphics, work with themes and building blocks, merge Word documents, and develop multipage documents while working with styles and themes.

AOT 2020 – **Spreadsheet Applications** – Students will learn the most important topics of Microsoft Excel 2013. Students will move into the different aspects of the application such as creating spreadsheets, how to work with formulas, creating and formatting charts, how to analyze data using formulas, managing workbook data, managing data using tables, and how to analyze table data.

AOT 2030 – **Office Procedures II** – This course is designed to prepare the student for administrative duties in the clerical office. It teaches the professional skills needed to be successful in a fast paced office, as well as banking and accounting procedures, how to make travel arrangements plan conferences, and how to successfully give an effective oral presentation.

AOT 2040 – **Employability Skills** – This course presents a model for career development. It explores the process of self-assessment, teaches the student how to research the career market and explore available jobs, and covers the tools and techniques required for organizing a job-search campaign. The student will learn to showcase his/her abilities and how to produce a well-written resume.

AOT 3010 – **Business Communications** – This course provides instruction and exercises regarding the effective use of grammar and proofreading skills. The student will gain knowledge in preparing all types of business communications.

AOT 3020 – **Customer Service** – This course prepares the student for the world of customer service by teaching exemplary, applied customer service thinking in business organizations.

AOT 3030 – **Financial Functions** – This course presents a model for the student to learn and master the key concepts of accounting. (Administrative Assistant Path)

AOT 3040 – **Practicum & Simulations** – The purpose of this course is experience, exposure, and evaluation in a controlled environment. This project serves as a virtual office simulation where the student assumes the role of an administrative assistant. The student will use critical thinking and decision making skills to plan, create, revise, and produce a wide variety of real-world documents.

AOT 3050 – **Accounting** – This course presents a model for the students to learn and master the key concepts of accounting. (Accounting Assistant Path)

AOT 3060 – **Payroll** – This course provides instruction and exercises regarding the payroll accounting occupation, including the administration of payroll functions and tax withholding responsibilities.

AOT 3070 – **Automated Accounting** – This course provides instruction and exercises regarding computerized accounting. Fundamental accounting concepts and principles are taught through the instruction of QuickBooks. The student will learn to view financial statements from a user perspective, will learn to investigate underlying source documents, such as purchase orders, sales and invoices. The student will explore managerial aspects of accounting by performing financial analysis and comparisons, and will also create budgets.

AOT 3080 – **Medical Terminology** – The purpose of this course is to introduce the student to the terminology used in the medical environment. The student will be introduced to the proper method of interpreting words, how to make singular words plural, and how to reference medical dictionaries to assure the proper use of the terminology.

AOT 3090 – **Medical Ethics and Office Management** – This course is designed to prepare the student for administrative duties in the medical office. It will teach administrative office procedures as well as provide exercises in judgment, independent action, and coping with interruptions.

AOT 3100 – **Intro to Medical Insurance** – This course is designed to introduce the student to the basics of medical insurance, including insurance terminology, private payers and government programs, and general insurance procedures.

AOT 3110- **Electronic Health Records** – Fundamental components, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. The role of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations including interface with practice management systems. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the health care provider office setting.

AOT 3120 – **Medical Practicum & Simulation** – Fundamental components, terminology, and functions associated with electronic health record (EHR) systems in the health care provider practice. The role of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations including interface with practice management systems. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the health care provider office setting. (Pre-requisite: AOT 3110, Electronic Health Records)

## **Computer Aided Design Technology**

CAD 0001-0004 – **Worker Characteristic** - The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

CAD 1010 – **Orientation and Safety** - Orientation and Safety is designed to orient the new student to the class, and to educate them concerning policy, rules, office health, possible safety hazards, technology available, and what is expected as a student in the program.

CAD 1020 – **Technology Foundations** - Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for CAD Technology and are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

CAD 1030 – **Drawing Techniques** - This course is designed to give the student an understanding of the function of drafting in engineering design and familiarize the student with the different specialty areas within the drafting occupations. Students will be introduced to technical drawing and sketching and the terminology of two-dimensional engineering drawing. Emphasis will be placed on proper line work, engineering lettering, freehand sketching techniques, and geometric constructions.

CAD 1040 – **Computer Aided Design and Drafting** - Introduces the student to the use of the computer as a tool to generate 2-D drawings and basic solids. Students will gain knowledge in basic and advanced concepts, terminology, and techniques necessary for CAD applications. The course is designed to teach the students to construct geometry, create dimension styles and employ proper dimensioning techniques, construct pictorial drawings, use libraries of standard components, advanced plot styles, and construct basic solids.

CAD 2010 – **Technical Drawing** - Focuses on the creation of multiple view drawings based on conventional drawing standards. Students will learn the concepts and practices of dimensioning and dimensional control for engineering drawings. The course includes sectional views, auxiliary views, and pictorial drawings.

CAD 2020 – **Additive Manufacturing** - The course provides an overview of additive manufacturing, also known as 3-D printing. Students will be introduced to the capabilities of 3D printing, part design, materials, file creation and processing, and on-demand manufacturing. They will design and create complex geometry for printing.

CAD 3010 – **Drafting Applications** - Introduces the student to several special fields of drafting. Each of these fields has unique design and drafting practices. Topics include: architectural, electrical/electronic, structural, civil, HVAC/sheet metal patterns and development, and industrial piping. All projects relate directly to specific drafting career fields.

CAD 3020 – **Working Drawings** - In this course students will begin to apply the knowledge and skills acquired for the development of basic detail and assembly drawings. An introduction to fasteners, welding representation, and manufacturing processes is included.

CAD 3030 – **Residential Architecture I** - Introduces the student to the fundamental aspects that make up the vast world of Architecture. Students will learn the planning aspects of a project, and the design process to complete architectural drawings. Site plan development and the relationship of structures to the site will be covered as well as methods of construction, graphic symbols, and building codes used in residential design and construction. Students will use CAD software for generating industry standard architectural drawings.

CAD 3050 – **Mechanical Design I** - The purpose of the course is to provide the student with the necessary information, techniques, and exercise in the practical application to teach them to apply precision dimensions and tolerances correctly to part drawings. Students will gain a thorough understanding of threads and fasteners, standardized fastening and locking devices, methods of representation, notation, and dimensioning. The course will teach the student about manufacturing processes, materials and their properties, tools, fabrication techniques, standardization, planning, control, precision measurement and the methodology associated with the design process. Students will also be introduced to the basic skills in three-dimensional, solid modeling.

CAD 4010 – **Solid Modeling** - Geometric models in three dimensions provide accurate information on the shape of a part for use in computer-aided engineering (CAE) or computer-aided manufacturing (CAM) applications. This course will introduce you to the terminology related to solid modeling and the creation of parts, assemblies and drawings. The student may choose from several software packages depending on availability and interest.

CAD 4020 – **3D Illustrations** - Introduces students to developing solid parts and assemblies, attaching materials to the parts, as well as rendering and animating assemblies made from individual components and the development of solid architectural and construction models. Students will learn the basics of applying textures, components, materials, lighting, and outdoor environments. Students will learn how to render and perform an animated walk-through of models, as well as produce photo-realistic architectural images.

CAD 4030 – **Animation** - In this course students will focus on the basics of 3D modeling and animation as utilized in technical design and architectural applications. Students will gain knowledge of the animation process including; model creation, applying color and texture, lighting schemes, setup and manipulate cameras, render scenes and animate objects.

CAD 4040 – **Rendering** - The correct application of digital lighting in a rendering or animation is crucial in giving the 3D model a realistic look. This course is designed to introduce students to lighting techniques, material textures and camera placements to produce the best renderings or animations possible.



CAD 4050 – **Professional Development** - This course will familiarize the student with effective job-finding strategies and skills. The course begins with an independent study of workplace ethics and workplace communication. You will assemble information relevant to your qualifications; prepare a resume, a cover letter, a follow-up letter, and a digital portfolio of original work generated throughout the program. The course concludes with information concerning the all-important job interview.

CAD 4060 – **Residential Architecture II** - The course is designed to present the necessary information to produce working drawings used in residential construction. Real world activities and projects for planning and design of working Architectural drawings may be included to enhance the student's learning process. Emphasis will be placed on drawing floor plans, elevations, sections, details, and schedules as used in residential construction. An introduction to utility systems, electrical and plumbing requirements and plans, including private sewage disposal and climate control plans will be presented. Students will develop skill in the preparation of various types of presentation drawings for residential design projects, including manual illustration techniques and computer rendering techniques.

CAD 4080 – **Mechanical Design II**- This course serves as a culmination of virtually every aspect of the mechanical or machine drafting field. It gives the student an opportunity to be more involved in the thought process associated with the representation of machine parts from idea through design to completion. The course will give the student a greater insight into the design, development, refinement, fabrication, representation, and revision process as it relates to industry. Students may also complete special fields for specialized employment; Sheet Metal Drafting, Tool Design & Patent Drawings.

## **Collision Repair Technology**

CRT 0001-0004 – **Worker Characteristic** – The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

CRT 1010 –**Safety** – This course covers the rules regarding safety that is required while working in a collision repair facility. This introductory competency will allow the student to gain an understanding of the products and materials used in collision repair. Hazardous material handling, the required PPE, and safety precautions are discussed.

CRT 1020 – **Related Math** – Basic Education Skills and Related Mathematics is designed to enhance and/or develop language and mathematical skills that serve as a foundation for CRT and are necessary for employment in the technical workforce

CRT 1030 – **Non-Structural Analysis & Damage Repair**– This series of lessons will begin the actual work on a vehicle. The student will learn the basics of vehicle construction, how to disassemble various parts of the vehicle, and learn the basics of the entire collision repair shop process. The student will learn the proper techniques for metal straightening, the use of fillers, sandpaper, and sanding tools.

CRT 2010 – **Advanced Non-Structural Analysis & Damage Repair**– This is a continuation of the Non-Structural Analysis & Damage Repair course. The student will be introduced to repairing plastics, adjusting body panels, and removing and replacing automotive glass.

CRT 2020 – **Welding** - MIG welding is a small but important part of collision repair. The student will learn the welding machine set-up, and the basics of MIG welding techniques.

CRT 2030 - **Structural Analysis & Damage Repair**: This area of learning includes the parts of vehicles that are not cosmetic, but structural, meaning these components are what provides enough strength to make the passenger area safe. Proper installation of these parts is of utmost importance. The student will also learn about vehicle anchoring and structural straightening techniques.

**CRT 3010 - Advanced Structural Analysis & Damage Repair:** This is a continuation of CRT 2030 Structural Analysis & Damage Repair. The student will continue practicing what they have learned and sharpen those automotive structural skills.

**CRT 3020 - Mechanical & Electrical Components:** This course provides instruction in determining and performing correct repair procedures for electrical and mechanical components of an automobile such as brakes, suspension and steering, engine cooling, automotive HVAC, and supplemental restraint systems.

**CRT 3030 - DA ECS (Damage Analysis Estimating and Customer Service):** This course introduces the auto body shop technician to the processes involved in evaluating auto body damage and preparing accurate estimates along with being successful in customer service

**CRT 3040 - Workplace Skills -** Overview and practice of general workplace skills including personal effectiveness, time management, teamwork, and critical thinking in the workplace. The course incorporates skill development in workplace communication, customer service, job application, resume writing and interview skills..

**CRT 4010 - Painting and Refinishing -** students in this course will: determine the different types of substrates and sanding materials relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacturer specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; identify the various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures. perform proper cleaning procedures for a refinish; prepare adjacent panels for blending; prepare plastic panels for refinishing; protect all non-finished areas of vehicle; operate high and low volume/pressure spray gun operations for painting and refinishing; perform all paint system applications on an automobile; apply appropriate paint color matching and mixing procedures; tint color using formula to achieve a blendable match; explore the causes, effects and correction of buffing-related imperfections; explore the causes, effects and correction of pigment flotation; measure mil thickness; apply decals, transfers, tapes, woodgrains, pinstripes to an automobile; apply buffing and polishing techniques to remove defects; apply cleaning techniques to automobile interior, exterior, glass and body openings; and remove overspray.

## **Computer Information Systems**

**CIS 0001-0003 – Worker Characteristic -** The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

**CIS 1010 – Orientation and Safety -** This course is to familiarize the student with the rules and regulations of the CIS program and the rules and regulations of the College. Students will learn the safety aspects of working with a computer system and its peripheral devices as well as the safety aspects of the TCAT Campus.

**CIS 1020 – Technology Foundations –** This course is designed to enhance and/or develop language and mathematical skills that serve as a foundation for CIS program and are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

**CIS 1030 – Keyboarding –** This course teaches students keyboarding skills on the microcomputer. No prior knowledge or experience using a computer is necessary. Instructions also include basic items such as turning on the computer, starting software, and printing, saving, and turning off the system. This module is for the computer user who needs to learn to operate the keyboard with working-level proficiency.

CIS 1040 – **Computer Concepts** - This course is the foundation of the entire Computer Information Systems program. This course is an introduction for every course in the program. This familiarizes students with all the essential terminology and basic concepts of all areas in CIS for success as they move forward. It is vital that student successfully complete this course for preparation in their career in CIS.

CIS 1050 – **Word Processing and Communications** – Word is today's most powerful and widely used word processing program. In this course, students will learn the most important topics of Microsoft Word and will learn using systematic instructions. This word processing course teaches students how to create, editing, and formatting professional looking documents such as announcements, letters, resumes, reports and forms. Students will learn to customize Word and integrating it with the web and other programs. This course meets Microsoft Certified Application Specialist (MCAS) Certified Expert objectives.

CIS 1050 - **Communications:** The Email Software used in the course focuses on Microsoft Outlook. This course will take a visual, step-by-step approach for learning the basics of e-mail. Students learn how to send and receive e-mail and integrate Outlook with other Microsoft Office applications and more.

CIS 1060 – **Desktop Publishing** – This course is an introduction to desktop and Web-based publishing using current software. The student will learn how to create and enhance paper and Web based publications such as brochures, fliers, newsletters, advertisements, catalogs, booklets, and more. Among many topics, the student will learn how to prepare form letters for publications; create labels for mailings and work with a variety of clip art and photographs.

CIS 1070 - **Presentation Software** – This course is also known as "presentation graphics" and is used to create sequences of words, sound, pictures, animations, and/or video that tells a story or helps to support a speech or presentation of information. Presentations are a series of slides that can be set to run automatically using a timer and/or manually using the click of a button.

CIS 2010 – **Spreadsheets** - This course is designed to teach the student how to create number-intensive documents such as payroll records and sales analysis. Spreadsheets simplify what-if analysis, chart creation, and multiple worksheet analysis, and simple database functions. The students will learn to create and format spreadsheets and charts, to develop problem-solving skills through the development of formulas mandatory in spreadsheets, and to understand the flat file database feature of a spreadsheet.

CIS 2020 – **Databases** - This course provides a comprehensive presentation of Microsoft Access. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and subforms; creating an application system using the Switchboard Manager, creating a report using design view, working with charts and PivotTable objects, administering a database system, specifying user-level security, and Access data in other applications.

CIS 2030 – **Project Management** - This course teaches fundamentals of managing a project. Students learn to manage, update, analyze data as well as how to schedule task for team members of the project. Students also learn teamwork and communications skills.

CIS 2040 – **Information System Customer Service (Help Desk)** - This course will teach self-management and soft skills to provide help-desk customer service and support including processes and associated technologies in a technical or non-technical environment. The student will learn to use the most common Help Desk Management software. This course prepares the student for an entry level Help Desk position and Help Desk Certification. Students learn the responsibilities of this position as well as customer relations.

CIS 2050 – **Operating Systems** - Students learn the basic skills of the most prominent operating systems used on PC's today. They learn the basics of client and server networking software. This course includes both PC and MAC networking materials and covers several versions of Windows, DOS, Novell, Linux, and Netware.

CIS 3010 – **Basic Computer Hardware Theory** - This course is the theory course for learning the inside of a system. Students learn the parts of a system, how each part works, how to manipulate hardware, and the proper handling and use of the hardware. This is a theory course and all learning will be within a virtual environment.

CIS 3020 – **Basic Troubleshooting (LabSims)** - This course is the theory course for learning the techniques of troubleshooting problems with computer system. Students learn the parts of a system, how each part works, how to manipulate hardware, and the proper handling and use of the hardware. This is a theory course and all learning will be within a virtual environment.

CIS 3030 – **Introduction to Networking (LabSims)**- This course prepares the foundation for becoming a networking specialist. Terminology, concepts, and basic procedures are important aspects taught in this course. LabSims provide virtual training for networking.

CIS 3040 – **E-Programming (HTML and Java)** - This course provides comprehensive overview of the essentials of HTML to defining, creating, and using JavaScript. This Course is an introduction to Web page design class that combines HTML and JavaScript programming.

CIS 3050 – **Web Animation and Media (Flash)** - Rising above its humble beginnings, Adobe Flash has become the premier application for building digital animation. This course will prepare students for a position in the animation and motion used in website designs. From basic drawing to simple frame animations to complex video-enhanced materials, this course helps students build skills while allowing creative talent to emerge.

CIS 3060 – **Web Page Design** - This course is an introduction to how to create web sites and develop web pages. The content will address working with pictures and graphics, creating hyperlinks, and creating navigation bars. Students will learn how to collect data from with forms, and how to use CSS to lay out pages, and how to position objects with HTML tables. Upon completion, students will have created a fully functioning Website.

CIS 3070 – **Client and Server Computer Systems** - In this course, students will gain the basic concepts of programming for the client and server side for a website. They will learn to understand how a dynamic web site works and create some dynamic web page. Students will learn the use of databases within a web site. This course will take students deeper into e-commerce within webpage design and deployment.

## **Computer Information Technology**

CIT 0001-0005 – **Worker Characteristic** - The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

CIT 1010 – **Orientation and Safety** - This course is to familiarize the student with the rules and regulations of the CIS program and the rules and regulations of the College. Students will learn the safety aspects of working with a computer system and its peripheral devices as well as the safety aspects of the TCAT Campus.

CIT 1020 – **Computer Concepts** - This course is the foundation of the program. It familiarizes students with all the essential terminology and basic concepts of all areas in CIT for success as they move forward. It is vital that students successfully complete this course for preparation in their career in IT.

CIT 1030 – **Introduction to Applications** - This course will introduce the core concepts of operating systems, such as processes and threads, scheduling, synchronization, memory management, file systems, input and output device management and security. The course will consist of assigned reading and a sequence of lab trainers and projects. The goal of the course is to give students some exposure to operating systems used in the businesses and industries today.

**CIT 1040 – Introduction to Operating Systems** - This course will introduce the core concepts of operating systems, such as processes and threads, scheduling, synchronization, memory management, file systems, input and output device management and security. The course will consist of assigned reading and a sequence of lab trainers and projects. The goal of the course is to give students some exposure to operating systems used in the businesses and industries today.

**CIT 1050 – Hardware and Troubleshooting** - The student will learn to identify basic terms, concepts, and functions of a system, including how each item should work during normal operation and how to replace these items. This includes system board, power supply, CPU, memory, storage devices, monitor, modem, firmware, boot process, BIOS, CMOS, system board, as well as other types of expansion cards.

**CIT 1060 – A+ Certification Preparation** - This is an extension, advanced portion of CIT1050 Intro to Hardware and Troubleshooting. The course will build on your existing user-level knowledge and experience with personal computer (PC) software and hardware to present fundamental skills and concepts that you will use on the job. In this course, you will acquire the essential skills and information you will need to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and operating systems.

**CIT 2010 – Preparation for Networking + Certification** - The students will learn to identify basic networking concepts, including how a network works. This will include network access, protocol, network interface cards, full duplex, cabling twisted pair, coaxial, and/or fiber optic. Students learn the procedures for swapping and configuring network interface cards, identifying capabilities relating to the Internet and basic procedures for setting up a system for Internet access. Content will include TCP/IP, E-mail, html, http, ftp, domain names (Web sites), ISP, and dial-up access.

**CIT 2020 – Preparation for Security + Certification** - The Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. After completing this course, the student will be familiar with the fundamentals concepts of information security. At the completion of the competencies, a student should be able to pass a nationally recognized certification.

**CIT 3010 – Advanced Networking** - This section builds the foundation for diagnosing and troubleshooting common PC problems and malfunctions of networks. Students will acquire knowledge of terminology, components, and concepts for network installation, configuration, and upgrades of computers and peripherals in a network setting. Students also learn to manage a LAN as well as a WAN as well as secure files and folders by setting user permissions. Completion of this course helps prepare student for CCNA 1 or the MCP 270 certification exam.

**CIT 4010 – Pro Networking I** - This course is an advanced network course that students learn RAID solutions and Router configurations. This course prepares student to sit for the CCNAII exam or the MCSA 290-291 exams.

**CIT 5010 – Level II Networking** - Students learn planning and implementing Server Roles and Server Security, Active Directory as well as Group Policies for network functionality and security. This course prepares student to sit for the CCNA Certification 3 & 4 Exams and the MCSE 29-294 exams.

## **Digital Graphic Design Technology**

**DGT 0001-0004 – Worker Characteristic** - The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

**DGT 1010 – Orientation** - The course is designed to orient the new student to the class, and what is expected as a student in the program. An overview of the computer, file management and archiving files

will be covered, as well as Microsoft Office. Students will develop problem solving skills, and will be encouraged to become independent thinkers.

DGT 1020 – **Drawing I** - Fundamentals of 2D and 3D drawing techniques, drawing composition, shading, texture, balance, and color theory will be studied. The student will gain knowledge in basic concepts, terminology, and techniques necessary for generating drawings and designs.

DGT 1030 – **Foundations of Graphic Design** - Introduces students to the basics of Graphic Design and Visual communication. The course will focus on the principles and elements of design, typography, color theory, creative thinking, and design application. Students will explore the history and trends of graphic design and visual communication from centuries past through modern time.

DGT 2010 – **Photo Editing** - In this course students will learn the digital image fundamentals and advanced techniques of Adobe Photoshop. The course covers an overview of the interface, selection tools, cropping and resizing images, and image file formats. Advanced techniques; including collage techniques, photo retouching, color correction, layer manipulation and layer masks, smart filters, and text effects will be introduced.

DGT 2020 – **Typography and Layout** - Students will be introduced to the basic principles of layout and typography and become familiar with the terminology and concepts used by designers. Adobe InDesign will be used to create layouts for brochures, newsletters, books, business cards, signs, and other materials for print and digital output will be covered.

DGT 2030 – **Web Page Design** - This course is designed to provide students with the knowledge to create web pages for business and marketing sites. Web Page Creation including text formatting, color coordination, graphics, backgrounds, animation graphics, hyperlinks, tables, and forms as well as other web page techniques will be introduced.

DGT 3010 – **Drawing II** - Students will create compositions and thumbnail sketches for illustrations, web site design, and graphic design. Color, balance, texture, along with shading and rendering techniques will be studied.

DGT 3020 – **Media Illustration** - Learn to create digital illustrations and technical illustrations for print media and the web. Through practical exercises students will create line art, text, and vector graphics. Students will create logos, graphs, diagrams, and pictorial drawings for use in catalogs, assembly sheets, publications, and promotional materials. They will learn how to combine text and graphics into finished publications for print, web site and or web page.

DGT 3030 – **Animation** - The course familiarizes the students with Adobe Animation software. Students will create and manipulate graphics and text, and create animations and effects for web graphics.

DGT 4010 – **Advertising Design** - In this course students will explore and develop creative solutions for design and apply these techniques to create a brand identity for advertising and marketing. Concepts learned in previous courses will be used to combine typography, color theory, layout, and one's creative ability to create logos, print ads, and signage. Students will use graphics software to design and execute an online ad campaign for online advertising, social media and email.

DGT 4020 – **Digital Publishing** - This course explores advances in technology and trends in publication design. Gain hands-on experience designing and planning publications. Create and format content by using a variety of tools and software for publishing in various digital platforms.

DGT 4030 – **Final Design Project Digital Graphics Designer** - Students will apply skills learned in previous courses to produce a creative design project and mechanical design project. Adobe Design software will be used to create the final project.

DGT 4040 – **Employability Skills** - The class begins with an independent study of workplace ethics, workplace communication and the structure of a typical graphics design team. Learn the effectiveness of planning and scheduling your work flow, and time management. Next, learn how to find a job opening, create job search materials, create a cover letter, a follow-up letter, and prepare for an interview. Students will develop a digital portfolio book for an interview and the web. Emphasis will also be placed on portfolio development by use of presentation software to showcase original work generated throughout the program.

DGT 4050 – **Modeling & Animation** - Learn basic drawing strategies, concepts, and illustration techniques used by designers and illustrators. The course will focus on the basics of 3D modeling and animation as utilized in technical design and or architectural applications. Students will gain knowledge of the animation process including; model creation, applying color and texture, lighting schemes, setup and manipulate cameras, render scenes and animate objects.

DGT 4060 – **Digital Illustration** - Students will be introduced to industrial/architectural production illustration techniques, including representations of pictorial illustrations; including axonometric, oblique, and perspective projection. Illustrations will be created by use of manual techniques or software for use in catalogs, assembly sheets, publications and promotional materials. Various methods and techniques of shading and drawing media will be introduced.

DGT 4070 – **Final Design Project Digital Technical Illustrator**- Students will apply learned skills to produce an industrial or architectural illustration drawing package for publication. Student choice of software will be utilized.

## **Electronics Technology**

ELT 0001-0004 – **Worker Characteristic** –The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

ELT 1010 – **Safety and Orientation** - This course introduces the student to the program’s policies and procedures, method of instruction, expected proficiencies, and program objectives. The course also addresses safety, health, and fire prevention in the shop as well as in the job field.

ELT 1020 – **DC Circuits** - Introduces the student to safety, metric notation, voltage and current concepts, ideas, components, and the use of test equipment.

ELT 1030 – **Soldering and Assembly and Wiring Connection Techniques** - This course introduces students to the most commonly used soldering and assembly and wiring connection techniques.

ELT 1040 – **Customer Service** - This course is provided to allow the prospective Electronics student an opportunity to gain credentials from ETA (Electronics Technician Association) as a certified Customer Service Specialist.

ELT 1050 – **AC Circuits** - Alternating current is introduced as the most common form of electricity along with the unique types of test equipment used. This is the first part of a two part course. The student will begin with basic AC concepts, common test equipment, inductive circuits, and capacitive circuits.

ELT 1060 – **Analog Electronics I** - A course in fundamental analog circuits studies include diodes, transistors, power supplies, amplifiers, and regulators.

ELT 1070 – **Projects** – This course is designed to permit the student to study and or experience a particular project relevant to the field of electronics.

ELT 2010 – **Digital Electronics I** - The student is introduced to digital hardware, test equipment, buffers and inverters and digital troubleshooting techniques.

ELT 2020 – **AC Circuits II** - This course is a completion of AC circuits which was started during the first trimester. This continuation will cover resistive/capacitive/inductive circuits, transformers, and relays.

ELT 2030 – **Analog Electronics II** - This course is a completion of Analog Circuits which was started during the first trimester. This continuation will cover oscillators, special amplifiers, multi-vibrators and SCR circuits.

ELT 2040 – **Microprocessors** - Microprocessors are the building blocks of modern computing. This course will cover the history and development of microprocessors.

ELT 2050 – **Technical Writing** - Instruction on writing in a technical environment. The course focuses on internal memos, cover letters and resumes.

ELT 2060 – **Projects** - Course is designed to permit the student to study and or experience a particular project relevant to the field of electronics.

ELT 2070 – **Professional Development** - Teaches soft skills, such as teamwork and communication, found in the workplace.

ELT 3010 – **Digital Electronics II** - This course is a completion of Digital electronics which was started during the second trimester of study. This continuation will cover different types of logic used in digital electronics.

ELT 3020 – **Industrial Safety** - The course addresses safety, health, and fire prevention in the shop as well as in the job field.

ELT 3030 – **Electrical Diagrams** - Students are taught basics of industrial wiring such as NEC standards, documentation and practices.

ELT 3040 – **Relays and Motor Controls and Circuits** - This course has been prepared to give the student a thorough understanding of the theory and operation of electric motors.

ELT 3050 – **Motors Generators and Transformers** - This course introduces students to generators and transformers as they pertain to electric motors.

ELT 3060 – **Projects** - Course is designed to permit the student to study and or experience a particular project relevant to the field of electronics.

ELT 3070 – **Professional Development** - Teaches soft skills, such as teamwork and communication, found in the workplace.

ELT 4010 – **Robotics** - The student is introduced to robotics using state-of-the-art industrial robot from Mitsubishi.

ELT 4020 – **Drive Fundamentals** - AC Drive training provides the trainee with theory and experience with an industry standard Variable Frequency Drive (VFD) motor control system.

ELT 4030 – **Fluid Power** - Students are introduced to the basics of fluid power and are taught the basics of pneumatic and hydraulic systems including hardware operation and schematics.

ELT 4040 – **Process Controls** - Introduces the student to industrial instrumentation. Focuses on controlling basic processes such as flow, pressure, level and temperature.



ELT 4050 – **PLCs** - Provides an up-to-date introduction to all aspects of Programmable Logic Controller programming, installation, and maintenance procedures.

ELT 4060 – **Professional Development** - Teaches soft skills, such as teamwork and communication, found in the workplace.

## **Health Information Management Technology**

HIM 0001-0003 – **Worker Characteristic** - The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

HIM 1010 – **Orientation and Safety** - This course introduces the student to the program's policies and procedures, method of instruction, expected proficiencies, and program objectives. Current technology available for use in the HIM classroom. The course also addresses safety on campus and in the job field.

HIM 1020 – **Keyboarding and Intro to Computers** - Designed for the beginning student to develop touch control of the keyboard and proper keyboarding techniques, builds basic speed and accuracy and provides practice in applying these skills in a simulated office setting. The student will learn the most important topics of Microsoft Office 2013 & how to apply it in a medical office setting. The student will be presented with an overview of Microsoft Word & Excel. The student will learn to use Word to create & format tables as well as illustrated documents & work with themes. The student will also move onto Excel where he/she will analyze data using formulas & manage workbook data. The student will also learn about using tables & analyzing table data.

HIM 1030 – **Medical Law & Ethics** -- The goal of this course is to provide ambulatory care personnel with a basic knowledge of law, ethics, and bioethics.

HIM 1040 – **Medical Terminology** – This course provides students with the knowledge to state the derivation of most healthcare terms, apply rules to build and spell healthcare terms and to change singular terms to their plural forms, and recognize and recall an introductory word bank of prefixes, suffixes, and combine forms and the respective meanings.

HIM 1050 – **Basic Anatomy** – This course provides students the knowledge to recognize and use terms associated with the organization of the body and with positional and directional vocabulary. Students learn terms associated with an abdominopelvic regions and quadrants, planes of the body, and the body cavities. The use of terms related to the anatomy and physiology, the pathology, and the procedures are also presented.

HIM 1060 – **Intro to Medical Insurance** - This course introduces the student to the basics of medical insurance, insurance terminology, private payers, and government programs and general insurance procedures using CPT, ICD-10-CM and HCPCS coding systems.

HIM 2010 – **Electronic Health Records** - Fundamental components, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. The role of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations including interface with practice management systems. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the health care provider office setting.

HIM 2020 – **Health Information Management** - A study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient

information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternate health care delivery systems.

**HIM 2030 – Intro to Medical Coding** - The course focuses on learning the coding rules for the CPT, ICD-10-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient services. In addition, a variety of payment systems are presented--DRG, APC, and RUGSIII. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed.

**HIM 2040 – Medical Office Procedures** - This course is designed to prepare the student for administrative duties in the medical office. Thus, it teaches administrative office procedures as well as providing exercises in judgment, independent action, and coping with interruptions.

**HIM 2050 – Employability Skills** - This course presents practical strategies that prepare students to confirm an appropriate career, to conduct a successful job search, and to lay the foundation for successful career development. Emphasis is on Career Action assignments to assess your skills and interests, to research prospective employers, to learn about current application requirements, to prepare resumes and cover letters, to practice meeting with business people in your targeted career field, and to practice interviewing. These assignments polish your job search and career management skills so you can apply them directly to achieving your immediate and future career goals.

**HIM 3010 – Advanced Outpatient Coding** - This course requires the student to apply previously learned coding in CPT, HCPCS, ICD-10-CM concepts to a wide array of medical reports. The student is presented with more in-depth coding information on a topic, such as coding pacemaker implantation, and then the student applies the knowledge by assigning CPT, HCPCS, and ICD-10-CM codes to the services and procedures from an original source document. The student will learn to assign the correct level of E/M services based on documentation.

**HIM 3020 – Inpatient Coding and Billing** - This course provides students an opportunity to develop the skills necessary for hospital billing and coding, understanding the data flow, billing process, and accounts receivable as well as coding patient conditions and procedures. The student will be introduced to concepts relating to the hospital environment, coding guidelines and the proper procedure for completing a claim form and submission.

**HIM 3030 – Dental Coding Billing and Assisting** - This course specifically addresses the skills needed for a successful administrative career. Due to the increased complexity of dental practice management, a growing number of individuals with business or marketing backgrounds are using their education and experience in dental practices. This course will enable the dental assistant pursuing a dental management career or the business manager seeking a dental career to respond to the needs of a state of the art dental practice. Topics included for the dental office manager are government trends and regulations, insurance coding and billing, financial tracking of production and expenditures, an emphasis on marketing including online marketing of the practice, practice management software, and scheduling to maximize production. Because practice management software has become a necessity in contemporary dental offices, this course includes instruction in the use of DENTRIX© G4 Learning Edition software. This in-depth study of a popular software package should enable students to confidently transfer those skills to other dental practice management systems.

**HIM 3040 – Medical Transcription** - This course provides students an opportunity to understand the opportunities that exist for a well-trained transcriptionist. This course will teach basic English rules and the proper formatting for all medical documents that the student might come into contact with in a medical setting.

## **Heating, Ventilation, Air Conditioning and Refrigeration**

HVA 0001-0004 – **Worker Characteristic** - The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

HVA 1010 – **Technology Foundations** - Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for HVAC and are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

HVA 1020 – **OSHA** – The student will learn some of the basic safety and health rules and regulations used in the HVAC/R field.

HVA 1030 – **Shop Safety** – This course introduces the student to hazardous materials in the workplace, shop safety and job site safety in order to go home well and safe every day.

HVA 1040 – **Refrigeration Fundamentals** – This course introduces the student to refrigerants, pressures, and how they work together for heating/cooling.

HVA 1050 – **Tools Equipment and Shop Practices** – This course introduces the student to the basic tools and special tools needed in the HVAC/R service work.

HVA 1060 – **Electricity and Controls I** – This course introduces the student to basic electricity, controls, and how to troubleshoot a motor.

HVA 1070 - **Installation** – This course introduces the student to the different types of ductwork and how to wire the unit to the thermostat.

HVA 1080 – **Green Awareness** – This course introduces the student to the need for energy conservation, renewable energy sources, and green building design.

HVA 1090 – **Employment Readiness Exam** – The student will prepare and test for the HVAC Mechanic Certification.

HVA 2010 – **Introduction to System Service** – This course introduces the student to the system of overall running and service of the unit.

HVA 2020 – **Basic Automatic Controls** – This course introduces the student to automatic controls and their function in maintaining the building temperature.

HVA 2030 – **Motors** – This course introduces the student to the importance of motors maintaining pressure and temperature.

HVA 2040 - **Domestic Appliances** – This course educates the student on the analyzation and repair of home refrigerators and air conditioners.

HVA 2050 – **EPA** – The student must pass EPA 608 Certification testing in order to service **air conditioning** and refrigeration systems. This course prepares the student for this test.

HVA 2060 – **Employment Readiness Exam** – This course is a review of topics and preparations for the Domestic Unit Repair Certificate test.

HVA 3010 – **Gas Electric and Heat** – This course introduces students to the concepts of how gas and electric are used to heat a building.

HVA 3020 – **Air Conditioning (Cooling)** – The student is introduced to the components used to cool a building.

HVA 3030 - **Heat Pumps** – The student is introduced to the mechanisms used by a heat pump by using a compressor in cold weather.

HVA 3040 – **Carbon Monoxide** – The student is introduced to the formation of carbon monoxide, the dangers of the gas, and how to check a building for safety regarding the gas.

HVA 3050 - **All Weather System Exam** – Testing for the HVAC Technician Diploma.

HVA 4010 - **Electricity and Components II** – This course provides students with an advanced knowledge on specifics on controlling heat, cooling, and humidity in buildings.

HVA 4020 – **Commercial Refrigeration** – The student is introduced to details on refrigeration used in large walk-in coolers/freezers in stores, fast food restaurants, schools, etc.

HVA 4030 - **Employment Readiness Exam** – The student will review and test for the HVAC Refrigeration Technician Diploma level exams.

## **Industrial Electricity**

INE 0001-0004 – **Worker Characteristic** – The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits.

INE 1010 – **Orientation and Safety** – This course is an introduction to the Industrial Electrical Program. It covers classroom and shop safety and the rules of the class such as dress, grading policy, and classroom conduct.

INE 1020 – **Basic Principles and Meters** – Fundamentals, theories, and concepts taught at the entry level. The key feature is the relationship between voltage, current, resistance, power, and frequency and the digital or analog meter that measures multiple electrical properties.

INE 1030 – **Basic Electronics** – This course begins with an overview of electrical theory and moves on to simple circuit components such as power suppliers, resistors, capacitors, and inductors.

INE 1040 – **National Electrical Code I** – Review of the NEC as it relates to residential wiring.

INE 1050 – **Wiring** – General wiring methods and requirements for residential installations including both fundamentals of electrical wiring and the latest practices, methods, materials, and tools of the trade.

INE 2010 – **National Electric Code II** – Review of the NEC as it relates to commercial and industrial electric installations.

INE 2020 – **Motors and Transformers** – Fundamentals on operating principles of different types of DC, universal, and AC electric motors and their variety of use in residential, commercial, and industrial operations. Provides an understanding of the principles of transformers and how they play a role in motor power distribution.

INE 2030 – **Motor Control and Timers I** – Fundamental concepts of electrical controls for motors that address safety in the workplace, understanding of electrical drawings, motor transformers, and distribution systems and control devices.

INE 3010 – **Motor Control and Timers II** – Fundamental concepts of electrical controls for motors that address electric motors, contactors and motor starters, relays, motor control circuits, motor control electronics, and adjustable speed drives and PLC installations.

INE 3020 – **Installation Guidelines I** – Provides instruction in the installation of electric systems and components such as conduit bending and installation of materials related to residential, commercial, and industrial systems.

INE 4070 – **Safety** – Series of lessons covers safety-related work practices, safety-related maintenance requirements, and safety requirements for special equipment, all of which minimize the risk of electricity as a source of electric shock and as a potential ignition source of fire and explosion.

INE 4080 – **Generators Rotating Machines** – Explores various types of generators and the delivery of single phase and three-phase power to the customer site, generator maintenance and troubleshooting and transfer switches, transformers, and connections.

INE 4090 – **AC DC Motors Rotating Machines** – Introduces principles underlying the performance of electric machinery and both AC and DC machines.

## **Industrial Maintenance**

IMT 0001-0004 – **Worker Characteristic** – The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

IMT 1010 – **Safety and Orientation** - This course introduces the student to the program's policies and procedures, method of instruction, expected proficiencies, and program objectives. The course also addresses safety, health, and fire prevention in the shop as well as in the job field.

IMT 1020 – **Tech Foundations** – Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for Industrial Maintenance and are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

IMT 1030 – **Electrical Concepts AC/DC** - Provides a foundational overview of electricity, including fundamental measures and terminology used to discuss electricity. After taking this class, students should be familiar with the fundamentals of electricity and the vocabulary used to describe it.

IMT 1040 – **Print Reading for Electric System** - Students are taught basics of industrial wiring such as NEC standards, documentation and practices.

IMT 2010 – **Motor Control, Fluid Power and Mechanical Systems** - This course has been prepared to give the student a thorough understanding of the theory and operation of electric motors. Students are introduced to the basics of fluid power and are taught the basics of pneumatic and hydraulic systems including hardware operation and schematics. Students will also be given a thorough understanding of power transmission and mechanical operation.

IMT 3010 – **PLC/Robotics** - Provides an up-to-date introduction to all aspects of Programmable Logic Controller programming, installation, and maintenance procedures. This class covers the classifications, characteristics, and functions of industrial robots as well as basic safety precautions for working with robots. Course also introduces the student to industrial instrumentation. Focuses on controlling basic processes such as flow, pressure, level, and temperature.

IMT 3020 – **HVAC/R** - Students are given training to achieve an Installer/Service Helper certificate.

IMT 3030 – **Machine Tool** - Students are given training to achieve the Production Machine Tender certificate. This training includes safety, blueprint reading, bench and layout work, shop theory, shop math, and familiarization with drill press and power saws.

IMT 3040 – **Welding** - Students are given training to achieve a Welder's Helper Certificate. This training includes safety, cutting process, basic shield metal arc welding, intermediate shielded metal arc welding, blueprint reading and mathematics for welders.

## **Machine Tool Technology**

MTT 0001-0004 – **Worker Characteristic** - The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

MTT 1010 – **Technology Foundations** - Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for HVAC and are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

MTT 1020 – **Orientation & Practical Safety** - This course is an introduction of the Machine Tool Technology Program. It covers shop and machine safety, proper PPE, safe lifting, clean and safe work environment, as well as school and class rules.

MTT 1030 – **Math Concepts I** - Basic math skills such as arithmetic functions, converting fractions/decimals, converting Metric/English measurements, perform basic algebraic operations, calculate speeds and feeds in machining, and use of coordinate systems.

MTT 1040 – **Engineering Drawings I** - Introduction to engineering drawings including: basic layout of drawings, types of drawings, notes and dimensions on drawings, purpose of drawing types, drawing elements, and introduction of Geometric Dimensioning and Tolerance (GD&T).

MTT 1050 – **Shop Theory I** - This course covers an introduction into the Machine Tool Technology trade. It provides an understanding of measurement terms, selecting measurement tools, measure with handheld tools, eliminating measurement variables, and measuring and inspecting using surface plate and accessories.

MTT 1060 – **Benchwork and Manual Machine Tool** - This course provides students with preparation and planning for benchwork and machining operations, as well as the proper use of hand tools, operation and setup of power saws, drill presses, and introduction to manual milling machine and manual lathes.

MTT 2010 - **Math Concepts II**- This course provides students with understanding practical geometry, basic trigonometry, perform calculations for sine bar and sine plate, calculation for direct, simple, and angular indexing, calculations for turning tapers, and calculation of depth of cut for round surfaces.

MTT 2020 - **Engineering Drawings II CAD**- This course offers students with an introduction to Computer Aided Drafting, introduction to Computer Aided Manufacturing, and introduction to Solid Modeling.

MTT 2030 - **Shop Theory II**- Students learn to develop safe work habits, perform machine maintenance and record keeping, understand material holding devices, understand order of operations, understand and use of indicators and stops, and understanding set-ups and machine limitations.

MTT 2040 - **Manual Lathe**- This course provides students with the knowledge of basic operation and setup of manual lathes. Students discover how to turn, drill, thread, tap, and turn angles on precision parts using manual lathes.

MTT 2050 - **Manual Milling Machine**- This course teaches students the operation of manual milling machines. Students learn to machine precision parts using end mill cutters, use of edge finders, drill and tap holes, and mill angles. Students also are provided trainings in indicating parts and the machine.

MTT 2060 - **Grinding and Abrasive Machines**- Setup and operation of grinding machines to achieve precision parts on surface grinders.

MTT 2070 - **Manufacturing and Material Processes**- This course offers instruction in identifying materials with desired properties, identifying materials and processes to produce a part, understanding the heat treatment process, test metal samples for hardness, and understanding welding operations.

MTT 2080 - **Introduction to Computer Numerical Control**- This course provides students with instruction on powering up CNC machines and the basic understanding of the controls.

MTT 3010 - **Engineering Drawings III CAM**- This course offers a basic understanding of computer aided drafting, solid modeling, and computer aided manufacturing.

MTT 3020 - **Shop Theory III**- This course provides coursework covering development of safe work habits, understanding of finishes and grinding operations, understanding reverse engineering, understanding the Cartesian Coordinates System, and understanding the basics of CNC.

MTT 3030 - **Precision Grinding**- Setup and operation of surface grinders, O.D. grinders, and tool & cutter grinders.

MTT 3040 - **Computer Numerical Control Machining**- This course offers students the opportunity to perform CNC machining. Students are taught to prepare and plan for CNC machining operations, how to select and use CNC tooling systems, program CNC machine using G and M codes, program CNC machines using a CAM system, and measure and inspect using an optical comparator and Coordinate Measuring Machine (CMM).

MTT4010 - **Employability Skills**- This provides students with needed skills to be prepared for interviews, including questions to be prepared to answer, questions to ask potential employers, as well as resume writing basics.

MTT 4020 - **Introduction to Additive Manufacturing**-This course provides students with a basic understanding and operation of 3-D printers.

MTT 4030 - **Shop Theory IV**- The final shop theory course provides understanding material holding equipment, understanding and programming with CAM, understanding tooling selection, understanding order of operations, and development of safe work habits.

MTT 4040 - **CNC Turning Center**- Program and operation of CNC turning center to produce quality parts with a goal of short cycle times.

MTT 4050 - **CNC Machining Center**- Program and operation of CNC machining centers using G & M codes as well as CAM programming.

MTT 4060 - **Electrical Discharge Machining**- Setup and operation of EDM machine and basic understanding of when to use EDM.

## **Practical Nursing**

LPN 0001-0003 – **Worker Characteristic** – This course is designed to develop and enhance the worker characteristics required for future employment in the healthcare workforce. It addresses what will be required to be successful in the workplace including attendance, time management, professional ethics, and relationships. Discussion of team concepts and working as a team with other disciplines will be addressed.

LPN 1010 – **Basic Nursing** – This course begins with a study of human behavior with emphasis being placed on the practical nurse's functions, ethical/legal rights and responsibilities as a health care provider. It covers the study of basic nutrition and how it relates to patient care situations. The need to

understand therapeutic diets related to disease process is also covered. The course also covers Geriatric Nursing which introduces cultural diversity, legal/ethical considerations, and the communication process to provide holistic care to the geriatric client.

**LNP 1020 – Fundamentals** – This course is the foundation of nursing and highlights basic nursing concepts. There is a planned schedule of laboratory experience away from the pressures of a clinical setting where students are given time to practice and perfect basic nursing skills.

**LPN 1030 – Administration of Medications and Basic IV Therapy** – This course will present the basic concepts necessary to safely implement and maintain peripheral IV therapy and administer selected drugs/medications. Legal and ethical issues, documentation standards, role of the LPN, role of the RN supervisor, safe administration of medications will be discussed. A basic math review as it relates to drugs and solutions will also be covered.

**LPN 1040 – A & P** – This course is a basic science for the practical nursing student with the structure and function of the human body in maintaining a homeostatic condition. The effects of microbes on the human body, basic mechanics, and biophysics as it relates to the body systems will be covered.

**LPN 1050 – Clinical I** – Fundamentals and Geriatrics clinical rotations – the student will be expected to obtain and master proficiency in basic skills referred to as core clinical competencies.

**LPN – 2010 – Pharmacology** – This course includes the essential concepts of pharmacology for the practical nurse. Emphasis will be placed on the nursing process as it relates to the administration of medication across the lifespan.

**LPN 2020 – Mental Health** – This course is a brief overview of the current concepts of psychiatric nursing. It will emphasize the role of the practical nurse in the prevention and treatment of mental illness.

**LPN 2030 – Medical and Surgical Nursing I** – This course provides the student with theory related to medical/surgical problems affecting the adult client. The concept of total patient care will be emphasized throughout this course. The influence of physical, psychological, socio-economic, and spiritual factors on the patient and his/her family will be studied and applied during the nursing care of the individual.

**LPN 2040 – Maternity Health** – The core material presented in this course is in chronological order allowing the student to understand inter-relationships in the family unit from conception through prenatal, ante-partum, and post-partum care.

**LPN 2050 – Clinical II** – This course will provide the student with the ability to provide safe nursing care to medical surgical disease affecting adult clients. Students will integrate previous knowledge and skills in the prevention and treatment of the disease as care relates to pharmacology-medication, administration, nutrition and diet therapy, and fundamental skills.

**LPN 3010 – Clinical III** – The student will demonstrate competencies related to safe and effective nursing care of the pediatric client as well as medical-surgical clients. Student nurses will demonstrate the ability to perform treatments and procedures related to the safe care of the client in the clinical setting. The student will utilize a drug information source to correctly identify dosage forms, expected actions, side effects, and complete a drug card for each medication administered during this clinical rotation.

**LPN 3020 – Advanced Professional Vocational Relations** – This course deals with the legal/ethics roles and responsibilities of the practical nurse functioning within the health care team using the nurse practice as a guideline.

**LPN 3030 – Pediatric Nursing** – This course presents the common health problems of children and the nursing care appropriate to the condition as well as the effects of the illness on the development of the



child. The nurse must recognize the deviations and effects on the normal stage of the developmental process.

LPN 3040 – **Pharmacology** – This course expands the essential concepts of pharmacology for the practical nurse. The focus will be on the pharmacological classifications, actions, therapeutic use of medications and the side effects of medications. This course will integrate the use of standards of practice and the use of technology in the safe use of medications.

## **Welding Technology**

WEL 0001-0003 – **Worker Characteristic** - The goal of this course is to improve the essential worker characteristics of students to prepare them for entrance into the workforce. The course is based around the ten traits that have been identified as being needed to foster positive work habits

WEL 1010 – **Technology Foundations** - Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for HVAC and are necessary for employment in the technical workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

WEL 1020 – **Shop Orientation and Safety** – This course covers safety equipment, protective clothing, and procedures applicable to the cutting and welding of metals. Also covered are shop rules, such as housekeeping and personal protective equipment use while on the shop floor.

WEL 1030 – **Cutting Processes** – This course includes the proper safety instruction and procedures for perforating metals with oxyfuel, plasma and air carbon arc equipment.

WEL 1040 – **Basic Shielded Metal Arc Welding** – A comprehensive course introducing proper procedures for making welds using Shielded Metal Arc Welding (SMAW) equipment. Included in the course are modules on base metal preparation, weld quality, equipment setup, electrode designations and differences, beads and fillet welds, joint fit-up and alignment, V-groove welds with backing and open-root V-groove welds with carbon steel plate.

WEL 1050 – **Basic Gas Metal Arc Welding** – Broad course designed to introduce students to semiautomatic wire feed processes which include Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW). The course will begin with a general overview of GMAW and FCAW equipment and filler metals, which will address safety issues, set up, cleaning, and varied shielding gases unique to the process and culminate with all position V-groove welds on carbon steel plate.

WEL 2010 – **Blue Print Theory** – Identifies and explains welding symbols and acronyms commonly used in welding project blue prints, drawings, and welding procedure specifications.

WEL 2020 – **Basic Gas Tungsten Arc Welding** – This course covers equipment, filler metals and shielding gases. Safety issues unique to Gas Tungsten Arc Welding (GTAW) are also considered throughout the course. General equipment setup for carbon steel is also covered. Basic fillet weld competency is met before students move on to the final of the course which is open root V-groove welds on carbon steel plate in all positions.

WEL 2030 – **Advanced Shielded Metal Arc Welding** – Open root V-groove welds on carbon steel pipe using the SMAW process is outlined in this course along with specific safety concerns related to SMAW pipe welding. Critical joint fit up and preparation will also be covered. The four pipe welding positions are to be attempted and completed with a reasonable amount of skill.

WEL 2040 **Advanced Gas Metal Arc Welding** – Open root V-Groove welds on carbon steel pipe using the GMAW and FCAW process is outlined in this course along with specific safety concerns related to

GMAW/FCAW pipe welding. The four pipe welding positions are to be attempted and completed with a reasonable amount of skill.

**WEL 3010 - Blue Print Reading** – The importance of following directions of drawing, sketches, and prints to meet code, safety, and design specifications are covered in this course. Different elements of drawings, sketches, and prints are defined, including the bill of materials, notes and dimensional information.

**WEL 3020 – Advanced Gas Tungsten Arc Pipe Welding** – Open root V-groove welds on carbon steel pipe using the GTAW process is outlined in this course along with specific safety concerns related to GTAW pipe welding. Open root V-groove welds on low alloy and stainless steel pipe will also be covered, along with the specific challenges that low alloy and stainless steel pipe presents. Depending on availability, stainless steel pipe may be substituted by carbon pipe with the use of stainless filler metals.

## **LIVE WORK AND REPAIR SERVICES**

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Live Work is performed by students as part of their training program. Such work can be done in college or on a job site and includes service or repair jobs. All projects must be selected with the approval of the instructor and must fit into the training program. Work can only be accepted if it can be completed within a reasonable timeframe and projects cannot be allowed to remain in Tennessee College of Applied Technology Crump possession if not being actively worked on. Live Work projects will be assessed for timely completion.

Live work project owners must pay for all expenses related to the project. Off-campus live work projects must have the instructor present with students at all times. All projects are to be completed under instructor supervision and released only after a thorough final inspection.

### **Relationship to Training**

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

### **Live Work Projects**

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

Live work projects are for:

1. Currently enrolled students
2. Current and retired employees of the Tennessee Colleges of Applied Technology system
3. Persons connected to the college (advisory committee members, nonprofits, etc.)
4. Live work should not be performed for the general public unless it is a much needed source for skill training.
5. Civic groups
6. Governmental agencies, and
7. Non-profit organizations

The college Director may authorize individual projects offered from individuals and groups not listed above in the event appropriate projects are not available from the above sources.

## Administration of Live Work

Administration and control of live work projects are the responsibility of the instructor. All work performed must be approved in accordance with the Director and TBR Guideline TTC-010. Persons requesting repair service from various training departments at Tennessee College of Applied Technology Crump must first be authorized.

Upon approval of need to perform the service at hand, and verification of project ownership by the instructor of the training program, the instructor will complete a "Live Work and/or Service Agreement" form. This form will be submitted to the Director or Assistant Director for approval and signature. Upon administrative approval, the form will be submitted to the Student Service Office, where it will be logged and identified with a work order number. At that time, any payment due will be paid by the project owner. All live work is to be completed under the instructor's supervision and may be released only after a thorough final inspection.

## Release of Liability

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

1. Sign a Live Work Agreement form in advance of any work or inspection.
2. Assume all responsibility for the results of the work being done by students
3. Bear all actual cost of material and parts involved
4. Pay a service charge according to schedule as prescribed by the section on service charges and established by the institution's administration to cover indirect expenses.
5. Tipping of students is not permitted.

## STAFF DIRECTORY

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### ADMINISTRATION OFFICE

**Milligan, Stephen (2015)**

*Director*

Ed.S., Middle Tennessee State University

M.B.A., University of North Alabama

B.S., University of North Alabama

**Lusk, Henrietta Kellum (1990)**

*Assistant Director*

M.S, University of Memphis

B.S., Freed-Hardeman University

A.S., Freed-Hardeman University

### BUSINESS OFFICE

**McLain, Benice (2013)**

*Financial Support Associate*

B.U.S., University of Tennessee at Martin

**Stephens, Celena (2000)**

*Financial Support Associate*

A.A.S., Jackson State Community College

General Secretarial Diploma, Tennessee College of Applied Technology Crump

### PART-TIME HUMAN RESOURCES OFFICE

**Pusser, Fran (1993 – June 2017 Full Time)**

**(July 2017 – Present, Part-Time)**

*Administrative Support Associate*

General Secretarial Diploma, Tennessee College of Applied Technology Crump

### PART-TIME MAINTENANCE / FACILITIES

**Robinson, Michael (2015)**

*Facilities Support Associate*

Industrial Maintenance Technician Diploma, Tennessee College of Applied Technology Crump

**Ross, Betty (2014)**

*Facilities Support Associate*

## STUDENT SERVICES DEPARTMENT

### **Johnson, Cherry (2016)**

*Student Services Coordinator/Financial Aid Administrator*

M.A.E., Bethel College

B. S., Middle Tennessee State University

### **Reid Whaley (2017)**

*Admissions Counselor / Recruiter*

B.A., University of Tennessee Martin

### **Vineyard, Estella (2012)**

*Academic & Student Support Associate*

A.S., Burton Community College

### **Vacant**

*Academic & Student Support Associate II*

## FULL-TIME FACULTY

### **Bell, Beverly (2006)**

*Instructor - Health Information Technology and Administrative Office Technology*

B.S., University of Memphis

A.S., Jackson State Community College

AAPC Certified Professional Coder

### **Bell, Chris (2006)**

*Master Instructor - Electronics Technology and Industrial Maintenance Technology*

B.S E.E., Mississippi State University

TN Registered Engineer (inactive license)

### **Gean, Scotty (2014)**

*Instructor - Industrial Electricity and Industrial Maintenance Technology*

Electrician Diploma, Tennessee College of Applied Technology Crump

TN - Limited Licensed Electrician

### **Harris, Brian (2012)**

*Master Instructor - Administrative Office Technology*

Ed.S., Middle Tennessee State University

M.Ed., Middle Tennessee State University

B.S., University of Tennessee at Martin

### **Jenkins, Teena (2016)**

*Instructor - Practical Nursing*

A.S.N., Union University

Registered Nurse

**Johnson, Judy (1993)**

*Master Instructor - Computer Information Systems & Computer Information Technology*

B.S., Computer Science, Bethel College

B.S., Banking and Finance, Bethel College

MERLOT Associate Editor / Certified Microsoft Instructor

**Nolan, Paul (2012)**

*Instructor – Collision Repair Technology*

A.S., Jackson State Community College

Auto Body Repairer, Combination Diploma, Tennessee College of Applied Technology Crump

Automotive Service Excellence Certified / Pittsburg Paint and Glass Certified

**Harris, Aubrey (2014)**

*Instructor - Machine Tool Technology*

Machinist I Diploma, Tennessee College of Applied Technology Jackson

Tool and Die Maker Diploma, Tennessee College of Applied Technology Jackson

**Waldrop, Darryl (2016)**

*Associate Instructor -Welding Technology*

Combination Welder Diploma, Tennessee College of Applied Technology Crump

**Wyatt, Regina (1994)**

*Senior Instructor - Drafting & CAD Technology and Computerized Graphics Design*

A.A.S. Jackson State Community College

Mechanical Drafter Diploma, Tennessee College of Applied Technology Crump

ADDA Certified Drafter

**Young, Jeff (2010)**

*Associate Instructor – Heating, Ventilation, Air Conditioning and Refrigeration*

HVAC/R Diploma, Tennessee College of Applied Technology Crump

EPA Certified

410-A Certified

**PART-TIME FACULTY****Bailey, David (2014)**

*Adjunct Instructor - Welding Technology*

Hardin County High School, 1973

Welder Helper Certificate, TCAT Crump, 2015

**Christi Floyd (2015)**

*Adjunct Instructor – Technology Foundations*

B.S. – University of North Alabama

**Mckinnon, Anna (2016)**

*Adjunct Instructor - Practical Nursing*

B.S.N. – University of North Alabama

A.S. - Columbia State Community College

Registered Nurse

**Thacker, Danny (2014)**

*Adjunct Instructor – Industrial Maintenance*

Electrical Electronics Diploma, State Area

Vocational School Crump, 1978

## Telephone Extension Numbers

Name	Program	Ext
Bailey, David	Welding Technology	931-722-5495
Bell, Beverly	Health Information Management Technology Henderson-Chester Technology Center, Instructional Service Center	731-989-0095
Bell, Chris	Electronics Technology	248
Gean, Scotty	Industrial Electricity	239
Harris, Aubrey	Machine Tool Technology	243
Harris, Brian	Administrative Office Technology	237
Jenkins, Teena	Practical Nursing	238
Johnson, Cherry	Student Services Coordinator/FA Administrator	224
Johnson, Judy	Computer Information Technology	246
Lusk, Henrietta Kellum	Assistant Director	223
Mckinnon, Anna	Practical Nursing	238
McLain, Benice	Financial Support Associate	247
Milligan, Stephen	Director	222
Nolan, Paul	Collision Repair Technology	244
Vacant	Welding Technology	242
Pusser, Fran	Administrative Support Associate	221
Robinson, Michael	Facilities Support Associate	251
Ross, Betty	Facilities Support Associate	251
Stephens, Celena	Financial Support Associate	255
Vineyard, Estella	Academic & Student Support Associate	226
Thacker, Danny	Industrial Maintenance Evening Instructor	248
Wyatt, Regina	Drafting and CAD / Computerized Graphics	241
Young, Jeff	HVAC/Refrigeration	240
Vacant	Academic & Student Support Associate	227
Whaley, Reid	Admission's Counselor / Recruiter	225

## FINANCIAL AID HANDBOOK

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

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

The financial aid contact for TCAT Crump is:  
Cherry Johnson  
Student Services Coordinator/Financial Aid Administrator  
Main Campus  
3070 Highway 64, P.O. Box 89  
Crump, Tennessee 38327  
(731) 632-3393, x. 224  
[Cherry.Johnson@tcatcrump.edu](mailto:Cherry.Johnson@tcatcrump.edu)

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

1. You are enrolled as a regular student in an eligible program.
2. You are a U.S. citizen/national or an eligible non-citizen.
3. You are making satisfactory academic progress in your course of study and meeting attendance standards.
4. You are not in default on a Federal Perkins/ National Direct Student Loan, Federal Family Education Loan, Federal Plus Loan, Federal Direct Student Loan, Income Contingent Loan or a Consolidation Loan, and you do not owe a refund or repayment on a Pell Grant, Supplemental Educational Opportunity Grant, Tennessee Student Assistance Award, Wilder-Naifeh Technical Skills Grant and/or a Byrd Scholarship or have documented satisfactory repayment arrangements if in default or owe a refund/repayment.
5. You are registered with the Selective Service if you are required to register.
6. Have not been convicted of any offense involving possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid, unless successfully completed an approved drug rehab program or completed the time of ineligibility.
7. Have a signed statement of educational purpose saying that the student will use the money only for expenses related to attending the college (Usually collected on the FAFSA)
8. Have a high college diploma or equivalent or be able to benefit from education according to guidelines established by the Department of Education.



## APPLICATION DEADLINES

Students are encouraged to complete the FAFSA application as soon after October 1<sup>st</sup> as possible.

**Pell Grant-** The FAFSA must be received by the processor no earlier than October 1<sup>st</sup> and no later than June 30<sup>th</sup> of the following year. All required forms must be received by the Financial Aid Office by June 30<sup>th</sup> or your last day of enrollment, whichever comes first.

**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 1<sup>st</sup>

Spring term deadline – March 1<sup>st</sup>

Summer term deadline- June 1<sup>st</sup>

**Tennessee Student Assistant Award-** Prior-year recipients (renewals) will receive the award if they meet all eligibility requirements and complete the FAFSA on or before January 17. After January 17, remaining funds will be awarded to the neediest applicants who apply by January 17 based on the availability of funds. Awards are made until funds are depleted.

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

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

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

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

**Calculation of WNTSG Award:** The maximum WNTSG award may vary from year to year. This amount is subject to availability of funds from the Tennessee Education Lottery Scholarship program. The WNTSG funds will be paid each term in the academic year. The amount of the award will be prorated based on the number of scheduled hours for each term. The amount of the award will be rounded to the nearest whole dollar.

Receipt of student financial aid from other sources will not reduce the WNTSG award as long as the student's total aid does not exceed the total cost of attendance. In the event that a student's total aid exceeds the cost of attendance, the college 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.

- Continue to meet all eligibility requirements as stated above
- Reapply each year using the FAFSA by the application deadline date

- Maintain continuous enrollment (unless a leave of absence or military mobilization leave is granted)
- Maintain enrollment status during the term (unless a change in status is granted)
- Maintain satisfactory progress according to standards used for financial aid purposes. Students must meet grade and attendance requirements as well as the 133.33% timeframe requirement.

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

## APPLYING FOR ASSISTANCE

General Procedures for applying

- Complete and submit the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) to determine eligibility for financial assistance. Students should complete the FAFSA via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will need to include our **Federal College Code 005357** on the FAFSA. If you do not have access to the Internet, you may come to the TCAT Student Services Department for access and assistance in completing application on-line or you can call the US Department of Education at 1-800-433-3243 and request that a paper application be mailed to you.
- Be accepted for admission to TCAT Crump.

## AVAILABLE FINANCIAL AID

### **Federal Pell Grant**

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

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

A Federal Supplemental Opportunity Grant is for undergraduates with exceptional financial need, as determined by the College. Priority is given to Federal Pell Grant recipients with a minimum or zero EFC. The amount of the FSEOG award ranges from \$600.00 to \$100.00 per term depending on funds availability and enrollment status.

### **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. Students complete an application, contract, and other payroll paperwork. Students may not exceed Cost of Attendance with wages and all types of financial assistance.

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

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

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

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

## APPEALS PROCESS AND GUIDELINES

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

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

The IRP members will be designated by the college Director or Assistant Director as needed 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 college official rendering a decision to deny or revoke a WNTSG award shall participate in the appeal process.

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

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

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

## BENEFIT PROGRAMS

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

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

### Veterans Assistance

This program assists eligible veterans and dependents of veterans by providing educational benefits through the Veterans Administration. Appropriate forms to be completed should be obtained from the Financial Aid Office/VA Certifying Official prior to enrollment.

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

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

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

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

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

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

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

### **Workforce 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. The WIOA supersedes the Workforce Investment Act.

## **DISBURSEMENT**

### **Financial Aid Disbursement**

In keeping with federal grant regulations, TCAT Crump pays federal grant funds in increments called payment periods. Payment periods are defined by regulation and are determined by your program length and academic year. TCAT Crump will apply a portion of each payment period's grant funds to pay estimated direct college costs (tuition/fees/books) for the payment period. If there are funds remaining after those costs are paid, you will receive a residual or refund check for the unused portion, which can be used to pay indirect college costs. Since tuition/fee costs are assessed by academic term (trimester) and payment periods may span more than one academic term, tuition/fee costs are estimated on the front-end. If, once actual costs are determined, excess funds have been withheld a residual or refund check will be issued. If insufficient funds have been withheld, those charges will be applied to the next payment period if you are in good standing. Otherwise those charges will be invoiced to you directly. Grant funds will be credited to a student's account or disbursed by check to the student usually within 4-5 weeks into each term beginning, as students begin during each term or the end of the term, whichever comes first. Students may pick up their residual or refund check at the TCAT Crump Business Office or other designated office by showing their student I.D. badge.

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

## SATISFACTORY PROGRESS FOR FINANCIAL AID

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

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

B. Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment period, financial aid will be suspended. There is no appeals process for financial aid satisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.

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

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

E. Transfer Credit – Students who receive credit for hours completed for previous education (other institutions, life experience, work credit, dual enrollment, etc.) will have their program length reduced. A student that receives transfer credit will have a maximum timeframe calculated based on the reduced program length.

### F. Repeats

Program Repeats – Any student who completes an entire clock hour program and later re-enrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completion of the first program and beginning the same program or another program.

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

G. **Withdrawals** will not impact a student's satisfactory academic progress unless they return within 180 days.

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

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

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

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

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

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

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

- I. **Notification**

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

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

## LEAVE OF ABSENCE (LOA)

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

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

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

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

If the student's request for a Leave of Absence is denied, the student may appeal the decision to the Institutional Review Panel (IRP).

### **Military Mobilization of Eligible Students:**

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

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

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

## PROFESSIONAL JUDGMENT

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

There must be rare and unusual reasons for the financial aid administrator to consider “special conditions” or “professional judgment” on a student’s behalf. In addition, the student must provide adequate documentation to support any adjustments before the committee will meet.

Possible extenuating circumstances could include the following:

- Divorce or separation of student, spouse or parent
- Death of a spouse or parent
- Loss of untaxed income of student, spouse or parent
- Disability of student, spouse or parent
- Unusual medical expenses of student, spouse or parent
- Tuition expenses of student, spouse or parent
- Or loss of a job by either the student, spouse or parent.

The Student Service Coordinator’s decision regarding special circumstances is final and cannot be appealed. Financial Aid forms to document special circumstances may be obtained in the Financial Aid Office.

## 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:

- Withdrawals before the point when more than 60% of the hours for the payment period are scheduled to be completed
- Received or could have received a disbursement of Title IV Funds (Pell grants, SEOG, or Stafford Loan)

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

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

In addition to aid disbursed, aid that could have been disbursed is used. Aid that could have been disbursed includes aid that legally could have been disbursed but was not. This would include situations where the college 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 College**

Multiply the institutional charges for the payment period times the percentage of aid unearned. The college 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 college must return the unearned aid for which it is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source:

1. Pell Grant
2. FESOG

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

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

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

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

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

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



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

1. Pell Grant
2. FSEOG

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

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

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

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

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

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

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

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

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights

Students have the right to find out from the College the following:

- (a) What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs. Students also have the right know how the College selects financial aid recipients.
- (b) What the procedures and deadlines are for submitting applications for each available financial aid program.
- (c) How the College determined financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in the cost of education. It also includes the resources considered in calculating need (such as parental contribution, other financial aid and assets). Students also have the right to know how much financial need has been met and how and when aid will be received.
- (d) How the College determines each type and amount of assistance in the financial aid package.

- (e) How the College determines whether students are making satisfactory academic progress, and what happens if not. Whether students continue to receive federal financial aid depends, in part, on whether satisfactory progress is being made.
- (f) If a federal work-study job is offered, what kind of job it is, what hours must be worked, what the duties will be, what the rate of pay will be, and how and when payment will be made.
- (g) Who the College's financial aid personnel are, where the office is located, how to contact the office for information.
- (h) Students have the right to know the College's refund policy.

### **Student Responsibilities**

Students bear the responsibility to:

- (a) Review and consider all information about the College's programs before enrolling.
- (b) Pay special attention to the application for student financial aid, complete it accurately and submit it on time to the financial aid office.
- (c) Know and comply with any deadlines for applying or reapplying for aid.
- (d) Provide all additional documentation, verification, corrections and/or new information requested.
- (e) Notify the College of changes including name, address, telephone number, or e-mail address.
- (f) Read, understand, and keep copies of all forms requiring a signature.
- (g) Repay any overpayment discovered.

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

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

### **Guideline No. TCAT-010**

#### **Subject: Instructional Projects at Colleges of Applied Technology**

The purpose of this guideline is to establish uniform provisions for instructional projects at the Tennessee Technology Colleges (TCAT's). Each TCAT shall administer instructional projects in accordance with the following provisions. Exceptions to the guideline are subject to prior approval by the Chancellor.

#### **I. General Statement**

It is recognized that instructional or "live work" projects enhance the vocational-technical training of TCAT students. Instructional projects are those which : when completed constitute a product; or, involve repairing or providing maintenance service to a device; or involve the delivery of a personal service, such as in cosmetology programs. To ensure that such projects are meaningful to the training program, they must be selected on the basis of their potential contribution in aiding students develop identified competencies. All such projects must be selected and scheduled in keeping with stated objectives of the instructional program.

For purposes of this guideline, a distinction is made between college instructional projects and individual instruction projects. In general, college projects are those secured by the college and assigned to students by instructors as part of the instructional program. College projects may result in a product, which may be reused or sold by the college. Individual projects are those involving personal service to the provider or returned to the provider after services are rendered by students.

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

The College Director is responsible for the selection and authorization of all college projects, except those involving construction of buildings, which shall require approval by the Chancellor. The purchase of college projects must be consistent with the TBR purchasing policies and procedures (No. 4:02:10:00). Where applicable, solicitation and acceptance of projects shall be subject to the TBR policy on solicitation and acceptance of gifts (Policy number 4:01:04:00).

The sources of individual projects may include those offered by students and staff of the TCAT, members of the colleges advisory committees, personnel and institutions of the Tennessee Board of Regents System, retired persons, civic groups, governmental agencies, and non-profit organizations. The College Director may, upon consultation with the college advisory committee, authorize individual projects offered from other individuals and groups in the event appropriate projects are not available from the above sources.

An instructor shall be responsible for selecting and scheduling individual projects, which may be selected only from authorized categories. No work may be performed on a project from a category that has not been authorized. And instructor may give priority to a project belonging to a student, provided it meets established training objectives.

#### **III. College Projects**

The college shall bear the cost of parts, supplies, and materials for college projects. Acquisition of such parts, supplies, and materials shall be in accordance with the Tennessee Board of Regents purchasing policies and procedures (No. 4:02:10:00). In cases where competitive bidding is not feasible, appropriate documentation shall be maintained for audit purposes.

The sale of completed college projects shall be in accordance with the Tennessee Board of Regents policy on disposal of surplus personal property (No. 4:02:20:00).

#### **IV. Individual Projects**

An approved agreement form must be completed by the appropriate instructor prior to initiating work on any individual project. An original of the agreement form shall be retained by the College and a copy of the form provided to the individual or group for whom the work is being performed.

In general, the owner of the project shall be responsible for providing the parts, supplies and materials for individual projects. The college may recommend sources where parts, supplies and materials may be acquired. The college should avoid recommending sole sources except in cases where other sources are not readily available.

There are instances, however, where it is more feasible for the college to provide parts, supplies, and materials for individual projects; for example, weights for wheel balancing, refrigerant gas, etc. In such instances, the acquisition of the parts, supplies, and materials by the college shall be in accordance with TBR policy (No. 4:02:10:00), and the project owner shall be assessed a fee to recover the college's expenses. The fee shall be consistent with a fee schedule approved by the Board. The fee schedule shall be made available to project owners prior to completion of the project agreement form. Payment of the fee is due upon completion of the project. Fee payments will be received by authorized college staff, properly receipted, and deposited in accordance with the TBR policy on deposit and investment of funds (No. 4:01:01:10).

#### **V. Agreement Forms**

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

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

### **TCAT Crump Philosophy of Conflict Resolution**

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

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

If the student is not satisfied with how the administrators attempted to resolve the issue, the student may appeal to the Director. The Director may discuss the matter with the student and the Coordinator, and any other personnel he/she feels appropriate. The Director will provide a decision to the student within five (5) days of receipt of the appeal.

### **Student Notice Regarding Complaints at Tennessee Colleges of Applied Technology**

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

If a student believes the college is violating any institutional policy, state law, accreditation issue, etc., he/she may contact the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350, ph: 800-917-2081 or 770-396-3898 ([www.council.org](http://www.council.org)).

**Guideline TTC-023**  
**Subject: Uniform Procedures for Grievances by**  
**Students at Tennessee Colleges of Applied Technology**

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

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

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

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

**II. Process**

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

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

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

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

**Policy 3:02:00:01**  
**Subject: General Policy on Student Conduct**  
**and Disciplinary Sanctions**

**I. Policy Statement**

1. Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times.
2. Admission to an institution of postsecondary education 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 institution and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “the Board”) has authorized the presidents of the institutions and directors of the colleges of applied technology under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
3. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed the following policy, which is intended to govern student conduct on the several campuses under its jurisdiction.
4. Each institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent with, this policy.
5. In student discipline policies, each institution may supplement this policy, subject to prior approval by the TBR Offices of General Counsel and Academic Affairs. In addition, students are subject to all federal, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the institutions may enforce their own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.
6. Students are responsible for compliance with the Student Conduct Policy and with similar institutional policies and regulations at all times.
7. Disciplinary action may be taken against a student for violation of the policies and regulations, which violations occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution.
8. This policy, and related material incorporated herein by reference, is 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.
9. 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.

**2. Disciplinary Offenses**

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

1. 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.
2. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
3. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
4. Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:
  1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
  2. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution,
  3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of an institution, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;
5. Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;
6. Theft, Misappropriation, or Unauthorized Sale of Property;
7. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
8. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons. (Refer to Guidance on Firearms on Campus, Exhibit #1);
9. Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
10. Alcoholic Beverages. The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;
11. Drugs. The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property;
12. Drug Paraphernalia. The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;

13. Public Intoxication. Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;
14. Gambling. Unlawful gambling in any form;
15. Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;
16. Unacceptable Conduct in Disciplinary Proceedings. Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;
17. Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials acting in the performance of their duties;
18. Violation of General Policies. Any violation of the general policies of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
19. Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;
20. Violations of State or Federal Laws. Any conviction of violation of state or federal laws or regulations proscribing conduct or establishing offenses, if a student's violation of such laws or regulations also adversely affects the institutions' pursuit of its educational objectives;
21. Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;
22. Sexual Misconduct. Committing any act of sexual misconduct as defined by TBR Policy 6:03:00:00;
23. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 6:01:00:00, 6:02:00:00, and TBR Guideline P-080;
24. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
  1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
  2. 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,
  3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
25. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of, with the intent to use or make available for use by others, any key for an institutional facility without proper authorization;
26. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
27. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
28. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:



1. Use of another person's identification to gain access to institutional computer resources,
2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
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 institutional computing system,
7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
8. Violation of any published information technology resources policy,
9. Unauthorized peer-to-peer file sharing;
29. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
30. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;
31. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
32. Smoking Violations. Violation of any TBR and/or institutional smoking or other tobacco use rules or policies.
5. Disciplinary action may be taken against a student for violations of the foregoing policies which occur at or in association with enrollment at an institution governed by the State Board of Regents for any academic period.
6. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters.
7. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the student leaves the institution, including after the awarding of a degree, is actionable under these provisions and may result in the retroactive application of a disciplinary sanction.
8. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

### **3. Academic and Classroom Misconduct**

1. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates general rules and policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.
2. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination,

proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.

3. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
4. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others.

#### **4. Disciplinary Sanctions**

1. Institutions shall adopt and publish a policy, providing notice of potential disciplinary sanctions applicable to both individuals and organizations. The policy may include any appropriate sanction, given the specific needs of the individual institution, subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs. Institutions are authorized to implement any or all of the sanctions, in the form set forth in sub-section (B) below, without need for prior review or approval. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in this policy, institutional disciplinary policies, or the general policies of an institution, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution or school officials.
2. Definition of Sanctions:
  1. Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
  2. Warning. The appropriate institutional official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
  3. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these policies and provides notice that that any further violation(s) may result in more serious penalties;
  4. Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);
  5. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
  6. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;
  7. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;
  8. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;
  9. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these policies. Any student or organization

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

10. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
11. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
12. Revocation of Admission, Degree, or Credential;
13. Interim Involuntary Withdrawal or Suspension. As a general rule, the status of a student or student organization accused of violation of TBR regulations, this policy, or institutional policies should not be altered until a final determination has been made in regard to the charges. However, interim involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the conduct, or attempted conduct of the student poses a direct threat to the safety of any other member of the institution, its guests, property, or the student's behavior is materially and substantially disruptive of the institution's learning environment or other campus activities. In any case of interim involuntary withdrawal or suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
14. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to these policies as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s);
15. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record.

## **5. Traffic and Parking**

1. General: Institutions governed by the TBR shall adopt institutional policies governing traffic and parking on their respective campuses. The purpose of these policies shall be to facilitate the orderly and efficient flow of traffic on those campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies enacted in compliance with this policy shall be subject to prior review and approval of the TBR. Once adopted, such policies shall be published, at least annually, and, as appropriate, through signage, traffic/parking handbooks, student/faculty handbooks and institutional websites.
2. Registration of Automobiles/Permits/Decals: TBR institutions shall adopt policies regarding the registration of vehicles and/or the issuance of decals and/or permits on campus, and/or the alternate use of campus access fees in lieu of registration of individual vehicles for the purpose of effective enforcement of campus traffic and/or parking regulations. Reasonable fees/costs may be assessed in association with the vehicle registration, permit, or decal issuance process. Any fees/costs associated with registration of vehicles or the issuance of permits/decals, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.

3. **Parking:** TBR institutions shall adopt policies with regard to parking on institution owned, operated, or controlled sites. Those policies shall reflect the physical availability and limitations of parking facilities at institution owned, operated, or controlled sites. TBR institutions are further authorized to adopt appropriate parking zones or designated parking systems for faculty, staff, students, residents of campus housing, visitors, and other appropriate groups. Institutions may also establish a schedule of hours for enforcement for parking regulations at their various campus sites. Reasonable fees/costs may be assessed in association with the issuance of parking decals or passes as set forth in section (2) above. Any fees/costs associated with parking permits/decals, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.
4. **Traffic:** TBR institutions shall adopt policies with regard to motor and other vehicular traffic on institution owned, operated, or controlled sites. Those policies shall reflect the nature of traffic patterns, roads, and physical limitations of the particular institution owned or controlled site. TBR institutions are further directed to adopt and publish a traffic code reflecting the traffic rules and offenses for that institution's sites. Such violations may include, but are not limited to, all traffic offenses provided under state, county, or municipal ordinance applicable to the locality of each institutional site. Adoption of such policies shall be subject to prior review and approval by the TBR. Once adopted or amended all traffic and parking regulations shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
5. **Fines/Penalties:** TBR institutions shall have the authority to adopt appropriate fines and/or disciplinary sanctions for violations of the traffic and parking regulations established pursuant to sections (3) & (4) above. Fines may be set as determined necessary at each institution, but shall not exceed the amounts provided for by the higher of state law, county, or municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the TBR, pursuant to the requirement set forth in TBR policy. Proposed fines shall be submitted to the TBR together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic/parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
6. **Appeals:** Institutions shall establish an appropriate system of due process associated with any traffic/parking codes or fines, consistent with the due process requirements set forth in TBR System wide Rule 0240-02-03-.06, wherein persons cited for violation of institutional traffic/parking regulations may contest their citations. Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of such matters.

## **6. Disciplinary Procedures**

1. **General:** 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.
2. **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.

1. For cases which may result in Interim Involuntary Withdrawal or Suspension, the institution must incorporate the guidelines set forth below in (F) in its decision-making processes.
3. 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.
4. 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.
5. 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:
    1. The right to present his or her case,
    2. The right to be accompanied by an advisor,
    3. The right to call witnesses in his or her behalf,
    4. The right to confront witnesses against him or her, and
    5. 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.
6. 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.
  1. 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.
  2. The institutions shall also determine whether reasonable modifications of its policies, practices, or procedures could sufficiently mitigate the risk.
  3. 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.
  4. 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.

7. 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.

**Guideline P-080**  
**Subject: Discrimination and Harassment –**  
**Complaint and Investigation Procedure**

**IMPORTANT: Other Available Complaint Procedures**

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. 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. 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.

**Purpose**

The purpose of this Guideline is to supplement Board Policies 6:02:00:00 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.

**Guideline**

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**1. Introduction**

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

5. Because the courts have imposed strict obligations on employers with regard to discrimination and harassment, institutions must take measures to periodically educate and train employees regarding conduct that could violate this Guideline.
  1. All employees, including faculty members, are expected to participate in such education and training.
  2. All faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment.

## **2. General Statement**

1. It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to;
  1. Executive Order 11246, as amended;
  2. The Rehabilitation Act of 1973, as amended;
  3. The Americans with Disabilities Act of 1990, as amended;
  4. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
  5. The Equal Pay Act of 1963, as amended;
  6. Titles VI and VII of the Civil Rights Act of 1964, as amended;
  7. Title IX of the Educational Amendments of 1972, as amended;
  8. The Age Discrimination in Employment Act of 1967;
  9. The Age Discrimination Act of 1975;
  10. The Pregnancy Discrimination Act;
  11. The Genetic Information Nondiscrimination Act of 2008; and
  12. Regulations promulgated pursuant thereto.
2. 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.
3. 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.
4. 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.

## **3. Discrimination and Harassment**

1. Discrimination - Discrimination may occur by:
  1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,
  2. Having a policy or practice that has a disproportionately adverse impact on protected class members.
2. Harassment – based on a protected class
  1. Harassment is conduct that is based on a person’s race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law that;
    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.
2. Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee's national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person's religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person's age.
3. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.
3. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following;
  1. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;
  2. Promising a work-related benefit or a grade in return for sexual favors;
  3. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments;
  4. Sexual innuendoes, comments, and remarks about a person's clothing, body or activities;
  5. Suggestive or insulting sounds;
  6. Whistling in a suggestive manner;
  7. Humor and jokes about sex that denigrate men or women;
  8. Sexual propositions, invitations, or pressure for sexual activity;
  9. Use in the classroom of sexual jokes, stories, remarks or images in no way or only marginally relevant to the subject matter of the class;
  10. Implied or overt sexual threats;
  11. Suggestive or obscene gestures;
  12. Patting, pinching, and other inappropriate touching;
  13. Unnecessary touching or brushing against the body;
  14. Attempted or actual kissing or fondling;
  15. Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion;
  16. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one's actual or perceived sexual orientation, gender identity/expression.
    1. The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment. Campus policies may delineate additional examples.
4. Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this Guideline.
  1. Complainant must be notified of his/her right to file a criminal complaint.

#### **4. Consensual Relationships**

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



4. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority.
  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.

## 5. Procedures

### 1. General

1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, "the Complainant") as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent.
2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have on-campus legal counsel, that office must be consulted. Hereinafter, references to "Legal Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.
3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation.
  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.
4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this Guideline, Board policy, and federal law.

### 2. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the Investigator") responsible for compliance with this Guideline.
2. Complaints under Title VI must be brought within 180 days of the last incident of discrimination or harassment pursuant to Guideline G-125. All other 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.
  1. The complaint shall be signed by the Complainant.
  2. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated and appropriate action taken.
  3. 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.
  1. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.

### 3. Investigation

1. 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/Director that an investigation is being initiated.
2. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the President/Director will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline.
  1. When the allegation of harassment is against the President/Director of the institution, the EEO/AA Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.
3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline.
  1. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions' student disciplinary procedures.
4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and T.C.A. § 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.
5. Investigation of complaints against employees of a Tennessee College of Applied Technology (TCAT) shall be initiated by the Vice Chancellor for Tennessee Colleges of Applied Technology or his/her designee.
  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 Directors are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
6. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
  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.
7. 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.
8. 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.
9. If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.
10. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.
11. At any time during the course of the investigation, the Investigator may meet with both the Complainant and the Respondent individually for the purpose of resolving the complaint informally.
  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/Director.
12. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review.
  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/Director 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.
13. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline.
  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.
14. The President/Director shall review the Investigator's report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the appropriate resolution should be.
  1. After the President/Director has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the

Complainant and the Respondent with a copy of the determination, along with a copy of the Investigator's report.

15. If the investigation reveals evidence that a violation of the Guideline has occurred, the President/Director must take immediate and appropriate corrective action.
  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.
16. 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/ Director's determination, the Investigator's report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus.
  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.
    1. Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.
    2. Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.
    3. If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.
17. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

#### 4. Appeal of Decision

1. Because TBR institutions are committed to a high quality resolution of every case, each institution must afford the Complainant and Respondent an opportunity to appeal the President's/Director's decision concerning Respondent's responsibility for the alleged conduct.
  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/Director unless the President/Director determines, in his/her sole discretion, to allow an in-person appeal.
2. The institution shall provide written notice of the appeal process to the parties at the time that the parties are advised of the outcome of the investigation.
3. Either party may send a written appeal to the President/Director within ten (10) working days, absent good cause, of receipt of the President's/Director's determination.
  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.
4. The President/Director will issue a written response to the appeal as promptly as possible. This decision will constitute the institution's final decision with respect to President's/Director's determination.

#### 6. Other Applicable Procedures

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

#### 7. Other Available Complaint Procedures

1. An aggrieved individual may also have the ability to file complaints with external agencies such as the Equal Employment Opportunity Commission (EEOC), the Tennessee Human Rights Commission (THRC), the Office of Civil rights (OCR), and the courts.
  1. Please note that the deadlines for filing with external agencies or courts may be shorter than the deadline established for filing a complaint under this Guideline.

2. Examples of shorter deadlines include, but are not limited to 180 days to file a complaint under Title VI & Title IX, as well as 300 days to file a complaint under Title VII.

#### **8. Exception to Guideline for Universities**

1. In lieu of following this Guideline, a university may adopt its own procedures for consideration of complaints of discrimination or harassment, subject to the approval of the Chancellor.
2. A university seeking to adopt alternative procedures must first submit the proposed procedures to the TBR General Counsel, who will evaluate the proposed procedures to determine whether they are substantially equivalent to this Guideline.
3. If the General Counsel determines that the proposed procedures are substantially equivalent to this Guideline, she/he will recommend their approval to the Chancellor.

#### **Policy 3:02:01:00**

##### **Subject: Policy Insuring Student Due Process Procedure**

Institutions and area vocational-technical colleges governed by the State Board of Regents, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.

If, in accordance with the institution or college 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.

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

#### **Guideline No. TCAT-080**

##### **Subject: TCAT Fees and Refunds**

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

#### **I. FEE ASSESSMENT**

1. The amount of fees assessed to a student should be determined by an individual other than the one who collects the fees.
  1. Fees assessed shall be in accordance with the current Fee Schedule approved by the Tennessee Board of Regents.
  2. Fee schedules shall be made readily available to students and prospective students through the use of bulletin boards, advertisements and school publications.
  3. The fee assessment shall be as follows:
    1. Regular Students
      1. All students, whether residents or non-residents, shall pay the appropriate fees based upon the number of hours the student is scheduled to attend in the term.
      2. Students who enroll concurrently in two or more programs/classes will be assessed fees appropriate to the number of hours scheduled to attend in each program/class.
    2. Secondary Students (Public Schools)

1. The TCAT will negotiate the appropriate fees with each local public school system for secondary students enrolling at the TCAT.
3. Secondary Students (Non-Public Schools)
  1. Students enrolled in state-recognized home schools or private schools will be assessed fees in accordance with the current fee schedule.
4. Special Industry Students
  1. Students shall not be individually assessed fees for special industry training.
  2. All charges will be made to the receiving industry(s) and shall be credited to the school's appropriate Grants and Contracts revenue account.

## **2. Fee Collections**

1. Payment of Fees
  1. Before any student is counted as enrolled, fees must be paid.
  2. Maintenance fees may be waived only in accordance with TBR Guideline B-060.
  3. After a student has properly completed the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule.
  4. Fees shall be paid according to provisions provided in Policy No. 4:01:03:00 with the students being furnished a pre-numbered receipt.
2. Depositing of Fees
  1. After payments for fees are made, the individual collecting the fees will prepare a report of students' names and fees collected at the end of the collection period and present the report and fees to the assigned individual in the school's business office.
  2. The assigned individual in the business office shall accept the fees and sign report verifying the accuracy of the count.
  3. The individual collecting the fees shall receive a copy of the verified report as a receipt.
  4. Fee collections shall be deposited in accordance with TBR Policy 4:01:01:10 by the TCAT staff into the local depository account established for the TCAT.
  5. A copy of the report detailing student names and fees collected, accompanied by a copy of the deposit slip shall be transmitted to the business office of the Lead Institution.
3. Bad Check Collections
  1. A student paying enrollment fees with a check that is dishonored must redeem the check within ten (10) calendar days from receipt of the notice.
  2. Notice should be sent by the TCAT to the student no more than three (3) working days from receipt of notice of a bad check from the bank. Notice by certified mail is optional.
  3. The TCAT will have five (5) working days after the expiration of the ten (10) calendar days to pursue any additional collection efforts deemed necessary.
  4. Immediately after the five (5) working days, the student will be deleted if the check has not been redeemed in full.
  5. If the student pays the bad check within the allotted time period, he/she will be assessed a return check fee in accordance with TBR Guideline B-060 in addition to his/her fee payment.
  6. Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.

## **3. Refunds of Fees**

1. Eligibility for Refunds
  1. Change in a full-time student's schedule which results in reclassification to a part-time student.
  2. Change in a part-time student's schedule which results in a class load of fewer hours.
  3. Voluntary withdrawal of the student from the school.
  4. Cancellation of a class by the school.
  5. Death of the student.
  6. Students administratively dismissed will not be eligible for refunds.
2. Calculation of the Refund
  1. Full Refund:
    1. 100% of fees will be refunded for classes canceled by the school.
    2. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.

3. 100% of fees will be refunded in the case of death of the student during the term.
2. Partial Refunds
  1. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
  2. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
  3. No refund may be permitted after 20% of the class hours has been completed.
3. Processing of Refunds
  1. The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards.
    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.
    5. An update will be made to the accounting system by the TCAT or Lead Institution with a transaction resulting in the reduction of revenues from the appropriate fee account.
4. **Other Fee and Charge Considerations**
  1. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts and/or fee revenue account.
  2. Fees established for general interest classes and activities shall be sufficient to cover the total cost incurred in providing instruction.
  3. Agreements with public school systems to provide instruction to secondary students will include a provision to outline the specific fee(s) negotiated with the local school systems.

**Policy 3:04:01:01**

**Subject: Student Scholarships, Grants, Loans, and Financial Aid Programs at Tennessee Colleges of Applied Technology**

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

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

A. All colleges are hereby authorized to participate in any private, federal, or state programs providing financial aid, loans, scholarships, grants, and other forms of educational assistance to students. Colleges must meet the eligibility requirements for participation and comply with all federal and state laws and regulations related to said programs.

B. In participating in educational assistance programs, colleges shall comply with anti-discrimination laws. Colleges may participate in privately funded educational assistance programs which provide preference on the basis of race, color, creed, sex, handicap, age, religious preference, veteran's status, or national origin in the selection of students or awards to students, but only where the aggregate of all such participation is non-discriminatory. Colleges may participate in any educational assistance program provided by the federal government or the State of Tennessee for affirmative action or desegregation purposes.

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

### **A. General Parameters**

1. State appropriations shall be expended or applied only to desegregation grants.
2. Each college is authorized to employ students under local work programs.
3. Colleges may award scholarships and grants, in any of the programs listed below in Section II. C., to students who are full-time, part-time, out-of-state, or Tennessee residents.
4. The maximum amount of an individual academic scholarship or grant awarded for any one term shall be the amount of the maintenance fees for the term plus an allowance for books and supplies. The maximum books and supplies allowance shall be commensurate with the book and supply allowance component of the standard student budget compiled by the college's financial aid office. The maximum amount that may be awarded to any individual during a single fiscal year shall not exceed the total amount of combined fees and book allowances defined herein. For the purpose of this policy, maintenance fees shall be defined as all mandatory fees payable by a student for continued enrollment at the college. The maximum amount awarded to a part-time student shall be prorated based on the number of hours for which the student is enrolled. Refunds shall be handled in accordance with TBR refund policy outlined in TBR Guideline TCAT-080. The provisions of this section do not apply to privately funded scholarships or grants.
5. Each college shall establish specific criteria and guidelines for administration of the scholarships and grant programs listed below in Section IIC. Such criteria must meet the minimum limitations set forth in this policy. The written procedures implementing this policy and all requirements for eligibility, maintenance, and renewal shall be approved by the Vice Chancellor for Technology Colleges prior to implementation and shall be published in the college's student handbook.

### **B. Funding Sources for Scholarships and Grant Programs**

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

### **C. Scholarships and Grant Programs**

#### **1. Academic Scholarships**

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

#### **2. College Grants**

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



**Policy 7:01:00:00**  
**Subject: Firearms and Other Weapons**

**I. Policy Statement**

**General Prohibition.** Except as otherwise provided in this policy, possession of firearms or other weapons on institution property is prohibited. (T.C.A. § 39- 17-1309). (See Exhibit 1, Guide to Gun Laws on Campus)

**Exceptions for Employees with Valid Handgun Carry Permits.**

1. In accordance with T.C.A. § 39-17-1309(e)(11) and subject to the limitations set forth in this policy, full-time employees who possess a valid handgun carry permit and are authorized to carry a handgun under T.C.A. § 39-17-1351 may carry a handgun on property owned, operated, or controlled by the TBR institution at which they are employed, provided that they are not permitted to carry a handgun openly or in any manner in which the handgun is visible to ordinary observation, unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or other person defended was a victim.
  1. Full-time employees who intend to exercise this right to carry a handgun must first register with the law enforcement agency or agencies designated by their employing institution to receive that registration. If an institution has locations in more than one jurisdiction, the employee must register with the law enforcement agency in each jurisdiction where they intend to carry on campus. (See Exhibit 2, Handgun Carry Notification & Summary of Campus Concealed Carry Rights & Responsibilities)
  2. The registering employees' names and other identifying information shall be confidential, not open for public inspection and shall not be disclosed except to the administrative officer of the institution responsible for security of the institution. However, that administrative officer will not be provided with the names or other identifying information of employees under their direct supervision or for whom they evaluate job performance.
  3. The institution's designated law enforcement agency shall develop and implement policies and procedures regarding the registration and confidentiality.
  4. Registered employees may not carry a handgun on the property of any TBR institution other than their employing institution. If two or more institutions share a property, properly registered employees of all sharing institutions may carry on the shared property.
  5. Full-time employees who elect to carry a handgun under T.C.A. § 39-17- 1309(e)(11) shall have their valid hand gun carry permit in their immediate possession at all times when carrying a handgun and shall display the permit on demand of a law enforcement officer.
  6. Part-time employees may not carry a handgun on institution property, even if they have carry permits.
  7. The institution's designated law enforcement agency may develop and implement a course or courses to be offered to employees electing to carry a handgun under T.C.A. § 39-17-1309(e)(11). Firearm safety shall be a component of any such course offered. institutions are not required to offer such courses. Employees are not required to participate in such courses if they are offered.
  8. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) are not permitted to carry a handgun at the following times and at the following locations:
    1. Stadiums, gymnasiums, and auditoriums when school-sponsored events are in progress, such as ball games; pep rallies; convocations; graduations; concerts, plays and other entertainment; etc. This includes such events that are sponsored by recognized student organizations.
    2. Formal meetings regarding employee or student disciplinary matters.
    3. Formal meetings regarding tenure issues.
    4. A hospital, or an office where medical or mental health services are the primary services provided, such as a clinic, student health center or a mental health counseling center.

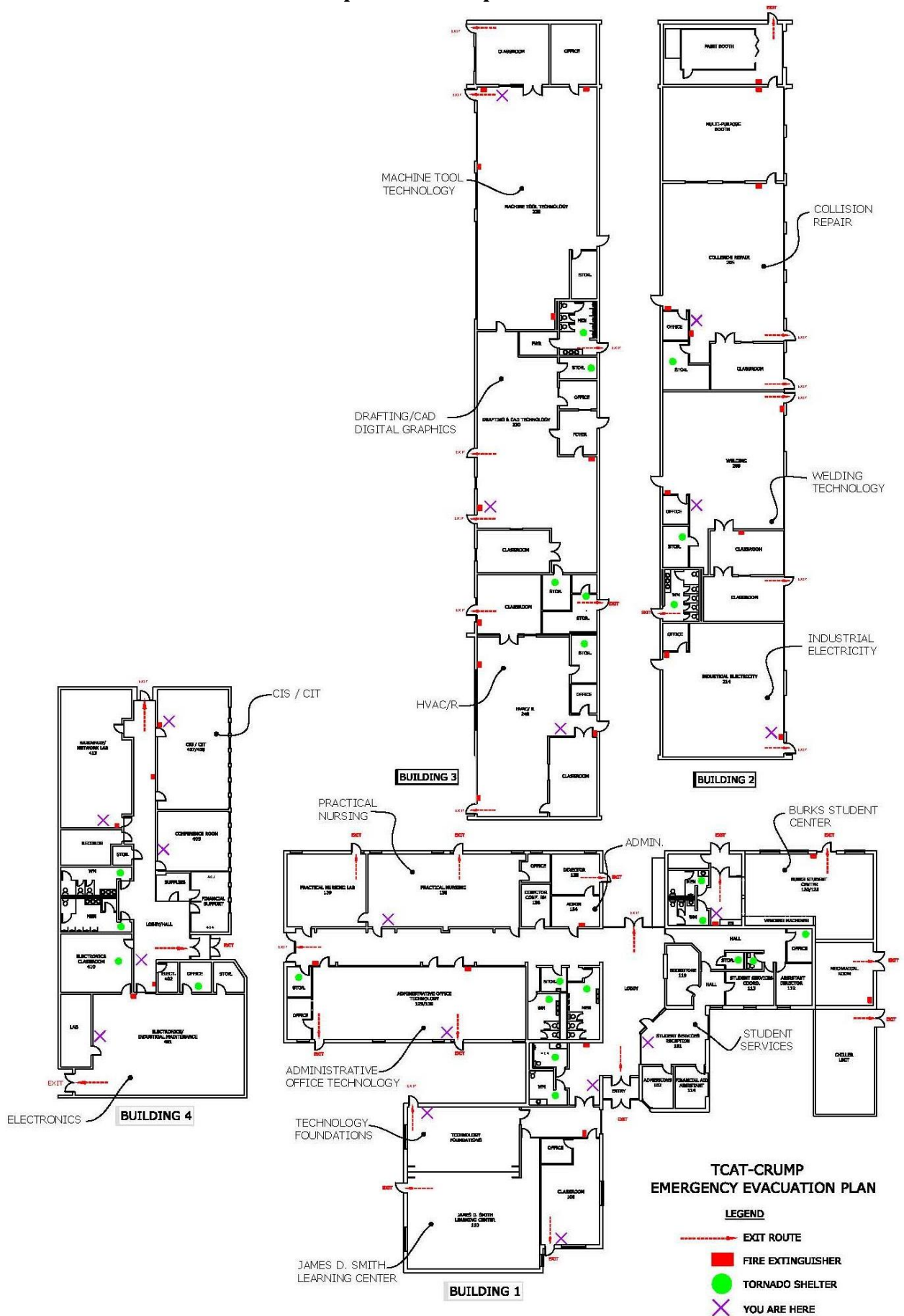
5. Any location where a provision of state or federal law prohibits the carrying of a handgun on that property, including, but not limited to:
  1. On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child being cared for by a child care agency, such as a campus day care center. (*Source: Rules of the Tennessee Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers*);
  2. In or on any public K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by any K-12 board of education, school, or directors for the administration of any public or private K-12 educational institution. This includes buildings or parts of buildings that are dedicated to use by a campus K-12 school, middle college, etc. (*Source: T.C.A. § 39-17-1309*);
  3. In or on any building, bus, campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by a private institution of higher education that prohibits possession of firearms on its property. For example, if your institution operates in a facility shared with a private institution of higher education that prohibits firearms on its property, a TBR employee will not be able to carry a handgun into the portion of the facility controlled by the private institution. (*Source: T.C.A. § 39-17-1309*);
  4. A public park, playground, civic center or other building facility, area or property which, at the time of the employee's possession of a handgun, the employee knows or should know is being used by board of education, school, college or university board of trustees, regents, or directors for the administration of any public or private educational institution for the purpose of conducting an athletic event or other school-related activity on an athletic field, permanent or temporary, including but not limited to, a football or soccer field, tennis court, basketball court, track, running trail, Frisbee field, or similar multi-use field (*Source: T.C.A. § 39-17-1311*); and
  5. A federal facility. (*Source: 18 United States Code § 1930*)
6. Property leased to the institution, if the lessor has prohibited the possession of firearms on the premises.
7. In any motor vehicle that is owned, operated, or controlled by a TBR institution and that is provided to an employee for use during the course of employment. The Chancellor may grant an exception to this prohibition to Presidents and Directors who are provided a TBR vehicle under the terms of their employment agreement.
9. The employee shall not possess a handgun:
  1. While under the influence of alcohol or any controlled substance or controlled substance analogue (*Source: T.C.A. § 39-17-1321*); or
  2. While consuming liquor, wine, beer, or other alcoholic beverage within the confines of an establishment open to the public where liquor, wine, beer, or other alcoholic beverages are served for consumption on the premises. (*Source: T.C.A. § 39-17-1321*)
10. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall not disclose the fact that they are carrying a handgun with the intent to intimidate or threaten other employees, students or third parties.
2. Any employee who is the holder of a valid handgun carry permit recognized in Tennessee may, unless expressly prohibited by federal law, transport and store a firearm or firearm ammunition in the permit holder's motor vehicle while on or utilizing a parking area if:
  1. The employee's motor vehicle is parked in a location where it is permitted to be, and
  2. The firearm or ammunition being transported or stored in the motor vehicle:
    1. Is kept from ordinary observation if the employee is in the motor vehicle; or
    2. Is kept from ordinary observation and locked within the trunk, glove box, or interior of the employee's motor vehicle or a container securely affixed to such motor vehicle if the employee is not in the motor vehicle.
  3. An employee transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this paragraph does not violate this policy or the law if the firearm or firearm ammunition is observed by another person or security device during the ordinary course of the employee securing the firearm or firearm ammunition from observation in or on a motor vehicle.

3. When on the premises of the TBR institution where they are employed, employees who are registered to carry a handgun on the premises under T.C.A. § 39-17-1309(e)(11) and this policy must have the handgun either:
  1. On or about their person, which means that the gun must be carried concealed on the person or it must be carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times; or
  2. Secured in their personal motor vehicle in accordance with T.C.A. § 39-17-1313.
2. **Other Exceptions to the Prohibition on Weapons**
  1. A person may possess or carry a firearm or other weapon used solely for instructional or school-sanctioned ceremonial purposes on institution property.
  2. A non-student adult may possess a firearm, if the firearm is contained within a private vehicle operated by the adult and is not handled by the adult, or by any other person, while the vehicle is on institution property.
  3. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United States or any member of the Tennessee National Guard, when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons, may possess the weapons required by the orders.
  4. Civil officers of the United States in the discharge of their official duties may possess required weapons.
  5. Officers and soldiers of the militia and the National Guard, when called into actual service, may possess required weapons.
  6. POST-certified, active-duty law enforcement officers, whether on or off duty, may possess and carry their service firearm on institution property.
3. **Right to Search for Weapons**
  1. Any TBR institution has the right to search for illegally possessed weapons in any area on the institution's premises, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, brief cases, personal bags, personal toolboxes or tool kits, parking lots, TBR vehicles and other vehicles parked on the institution's premises.
    1. **Such searches may only be conducted by law enforcement officers.**
4. **Sanctions**
  1. Violation of the applicable laws regarding possession of firearms or other weapons on TBR institution property shall be reported to the law enforcement agency or agencies having jurisdiction and may result in arrest and prosecution.
  2. Violation of this policy and/or the applicable laws regarding possession of firearms or other weapons on TBR institution property shall result in disciplinary action, up to and including immediate termination of employment or expulsion from the institution.
  3. No TBR institution shall take any adverse employment or disciplinary action against an employee or student based solely on the fact that the person has carried a handgun on TBR institution property in compliance with T.C.A. § 39-17-1309(e)(11) and this policy or stored a firearm or firearm ammunition in a motor vehicle on institution property in compliance with T.C.A. § 39-17-1313.
5. **Limitations of Liability**
  1. Unless carrying a handgun is a requirement of the employee's job description, the carrying of a handgun as allowed by T.C.A. § 39-17-1309(e)(11) is a personal choice of the employee and not a requirement of the employing institution. Consequently, an employee who carries a handgun on property owned, operated or controlled by the TBR institution at which the employee is employed is not:
    1. Acting in the course of or scope of their employment when carrying or using the handgun;
    2. Entitled to workers' compensation benefits under T.C.A. § 9-8-307(a)(1)(K) for injuries arising from the carrying or use of a handgun; or
    3. Immune from personal liability with respect to use or carrying of a handgun under T.C.A. § 9-8-307(h).
  2. A TBR institution is absolutely immune from claims for monetary damages arising solely from or related to an employee's use of, or failure to use, a handgun by an employee of that institution who has elected to carry a handgun under T.C.A. § 39-17-1309(e)(11).

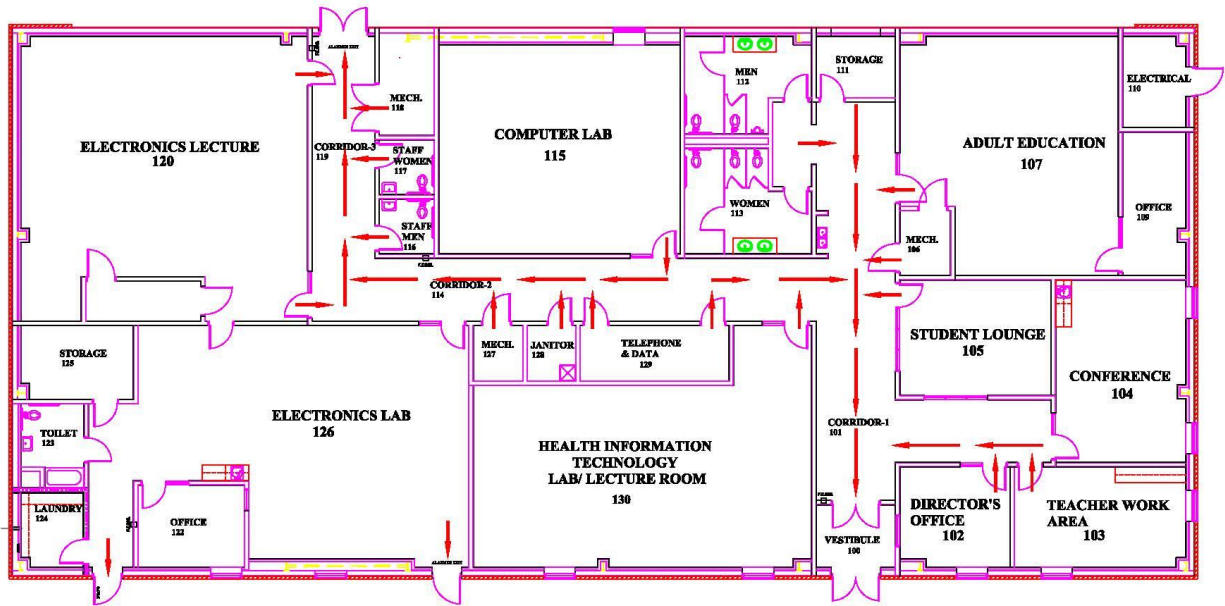
## 6. University Policies

1. Each university in the TBR system shall adopt a policy that addresses this subject that is consistent with the applicable state and federal laws.
  1. Such policies must be in effect by July 1, 2016.
  2. Individual university policies can be found as exhibits to this policy.
    1. Exhibit 3 - Austin Peay State University Firearms and Other Weapons
    2. Exhibit 4 - East Tennessee State University Firearms Policy
    3. Exhibit 5 - Middle Tennessee State University Weapons on Campus
    4. Exhibit 6 - Tennessee State University Firearms Policy
    5. Exhibit 7 - Tennessee Technology University Weapons on TTU Property
    6. Exhibit 8 - University of Memphis Firearms Policy

# TCAT Crump - Main Campus Floor Plan



# TCAT Crump - Henderson/Chester Technology Center Instructional Service Center Floor Plan



**LEGEND**

- EXIT ROUTE
- F.E.CAB. FIRE EXTINGUISHER CABINET

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Mike Batson, Chief Audit Executive  
Danny Gibbs, Vice Chancellor of Business and Finance  
James King, Executive Vice Chancellor  
Heidi Leming, Interim Vice Chancellor for Student Success  
Rick Locker, Communications Director  
Kimberly McCormick, Vice Chancellor for External Affairs  
Mary Moody, General Counsel and Board Secretary  
Carol Puryear, Vice Chancellor for Economic and Community Development  
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# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## **Instructional Service Center**

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