Student Handbook and Catalog

2019 -2020
2020-2021

Student Handbook/Catalog

2019-2020
2020-2021

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

Instructional Service Center
Tennessee College of Applied Technology - Crump
Clifton Instructional Service Center
795 Main Street
Clifton, TN 38425
Phone (931) 676-3397

Instructional Service Center
Tennessee College of Applied Technology - Crump -
Henderson-Instructional Service Center
552 East Main Street
Henderson, TN 38340
Phone (731) 632-3393
For General Information

Effective Fall/Spring Trimester 2019-2020
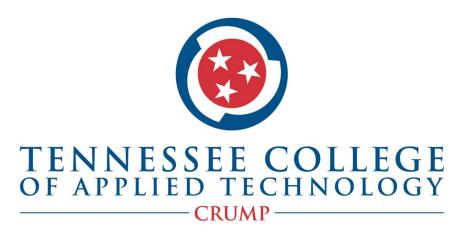
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PRESIDENT'S MESSAGE

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,

Stephen Milligan, President

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CRUMP

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. TBR operates under the leadership of Dr. Flora W. Tydings, Chancellor, the TBR Board, the Tennessee Higher Education Commission, and the Governor of Tennessee.

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

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).

Non-Discrimination Statement

Tennessee College of Applied Technology Crump does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities.

The following persons have been designated to handle inquiries regarding nondiscrimination policies:

Brian Harris, Interim Vice-President, brian.harris@tcatcrump.edu
Cherry Johnson, Student Services Coordinator, cherry.johnson@tcatcrump.edu

CATALOG INFORMATION

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.

HISTORY AND INSTITUTIONAL FACILITIES

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.

Another instruction service center in Henderson is the Tennessee College of Applied Technology – Crump – Henderson – Instructional Service Center at 552 East Main Street, Henderson, TN 38340 which offers part-time Welding. This ISC began operations January 3, 2019.

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.

COLLEGE MISSION AND PURPOSE
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.

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:

1. Full-Time Preparatory and Part-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. 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.

2. 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.

3. 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.

ACADEMIC CALENDAR

This handbook/catalog is designed to cover 2019-2020 and 2020-2021. The diploma and certificate requirements set forth in the following Catalog shall remain in effect, subject to changes as provided herein, which period shall not exceed two (2) years from the beginning of the first academic term covered by the catalog. Tuition, fees, policies and programs may change as the college and governing board deem necessary within the scope of this period.

The Tennessee College of Applied Technology Crump operates on a year-round basis dismissing only for observance of legal holidays, professional development, breaks between terms and student vacation days. Full-time preparatory classes follow schedules centered around 30 clock hours per week. Legal holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. More student vacation days are outlined on the calendar available in Student Services.

The calendar for the Tennessee College of Applied Technology Crump is based on three equal trimesters that include a minimum of 216 instructional days, 1296 clock hours and 44 weeks of instructional time. The three trimesters consist of 72 school days for full-time students. Part-time schedules are available. Some programs may meet as a combination of traditional instruction and hybrid online using the same curriculum as a the traditional program. Schedules for these classes fall within the terms below:

Fall	September – December
Spring	January – April
Summer	May – August

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. In addition to full-time classes, special industry classes, and evening programs are available on a customized basis.

ADMISSIONS

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. Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants. Prospective students are encouraged to apply at any time.

How to Apply
- Explore program offerings at https://tcatcrump.edu/programs
- Pick a program of study. An interview with the program instructor(s) is recommended. Go to https://tcatcrump.edu/future-students/schedule-visit
- Go to the website and apply: https://tcatcrump.edu/future-students/admissions
- REMEMBER the earlier you apply is important.
- Some programs, like practical nursing, have pre-admission exams and additional application documents. Please see the website for details at https://tcatcrump.edu/programs/practical-nursing and read below.
- Sometimes you may have to provide your immunization records and a college transcript if you have attended another college.

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 high school equivalency diploma); Transcripts of foreign students must be in U.S. Equivalencies printed in English.

A Pre-Admission Practical Nursing Entrance Exam is required; HESI entrance exam with minimum passing score of 70 in Reading and 70 in Math. ACT scores may be acceptable in some instances. Testers will be ranked for notification to complete application process for acceptance.

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 President 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 President.

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

Transfer 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 President with a letter explaining why the submission is late in order to be considered.

Readmission Policy

A student who previously attended Tennessee College of Applied Technology Crump must re-apply for admission by completing a new application for enrollment online at https://tcatcrump.edu/future-students/admissions.

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; and

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 at https://tcatcrump.edu/future-students/admissions.   The application will be reviewed by Admissions by date with all other applications. Students may have to wait for available space.

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 at https://tcatcrump.edu/future-students/admissions.   The application will be reviewed by Admissions by date with all other applications. Students may have to wait for available space.

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

VERY IMPORTANT STUDENTS: 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 Practical Nursing 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 HESI 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 President 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.

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.

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 prior to enrollment, during orientation when completing the Perkins Data Special Population Form 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 the Student Services Coordinator. 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.

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.

TUITION AND FEES

Fee Assessment

Fees are assessed each term in accordance with an approved fee schedule for Tennessee Colleges of Applied Technology. Maintenance Fees are based upon the number of clock hours the student is scheduled to attend for the term as outlined below. 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, 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, HESI Testing fees, Background Checks, Clinical Fees, Liability Insurance, and Licensed Practical Nursing and Welding Fees are non-refundable.

Collection of Accounts Receivable

	Tennessee Colleges of Applied Technology Fee Schedule			
	Effective Fall Trimester 2019			
	TRIMESTER SCHEDULE			
TRI Hours	**FY 19-20 Maintenance Fee**	**TRI SAF**	**TRI TAF**	**TRI TOTAL**
* 1 - 40	$ 192.00	$ 10.00	$ 45.00	$ 247.00
* 41-80	259.00	10.00	45.00	314.00
* 81-135	391.00	10.00	45.00	446.00
*136-217	680.00	10.00	73.00	763.00
218-340	1,098.00	10.00	73.00	1,181.00
341-432	1,229.00	10.00	73.00	1,312.00

Special Academic Fees:

Applicable to TCAT Crump -

Licensed Practical Nursing	**$ 100.00**	**Per trimester**
Welding Technology	**$ 100.00**	**Per trimester**

Note: Prices subject to change each academic year

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.

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 – Non-applicable for TCAT Crump.

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, HESI Testing fees, background checks, Clinical Fees, Liability Insurance, 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.

VETERANS SPECIAL STATEMENT

Per PL 115-407 Section 103, (School name here) will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligation to the institution due to the delayed disbursement of funding from VA under Chapter 31 or 33.

REGISTRATION

Registration is the time _all students_ should register each term regardless of enrollment status as full-time or part-time. MyTCAT registration is the single point of access for all student online information. Help Videos and Documentations are available at https://tcatcrump.edu/current-students/registration. Admissions notifies students, new and continuing, of dates to register for each applicable term.

A student's registration date will be the date the student officially begins class and class attendance will be marked appropriately. **Night students** follow the same guidelines for registration in MyTCAT.

GRADING SYSTEM
Student Grading and Progress, All Programs except PN

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	C (80-86) Average
B (87-93) Above 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 prior to administering medications in the clinical setting. The Medications Calculations Test is a clinical **requirement** and **does not** affect the Pharmacology Unit average.

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 reminder 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 RECORDS
Student Permanent Records
A permanent record is maintained past and current students is maintained by Student Services. 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 separate files. 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 is part of the student information management system, BANNER, and stored in a secure offsite location with Shared Services operated by TBR.

The Student Services Coordinator shall be ultimately responsible for the maintenance of the official files and records of each student. However, the Records officer assists as well as the entire Student Services Department with the records.

Educational and financial aid records are maintained on all students enrolled. The class roll is maintained by the instructor in BANNER 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

Privacy Information

As a matter of policy, TCAT Crump does **_not_** disclose Privacy information of any kind without the student's consent. "Privacy 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 Privacy 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.

TITLE VI RIGHTS AND RESPONSIBILITIES
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:

Cherry Johnson
Title VI Coordinator
King Administration Bldg., Rm.
113, 3070 Highway 64,
PO Box 89
Crump, TN 38327
(731) 632-3393

United States
Department of Education
Office for Civil Rights
(800) 421-3481 or ocr@ed.gov
www2.ed.gov/about/offices/list/ocr/index.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

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, and on its website at www.policies.tbr.edu/guidelines/process-filing-title-vi-complaints.

TITLE IX RIGHTS AND RESPONSIBILITIES

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.

> Cherry Johnson
> Title VI Coordinator
> King Administration Bldg., Rm. 113, 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
> www2.ed.gov/about/offices/list/ocr/index.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

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, and on its website at http://TCAT Crump.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 CSCPA 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. 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: ACADEMIC RETENTION AND READMISSION AT THE TCAT: 2.03.01.05

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.

Tardies
A student is considered tardy if not in the classroom at the designated time for class to start. Students arriving late to college of 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 Vice President.
7 tardies—Student will be referred to the president, and may be suspended.

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.

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 record 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.

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 VAOnce 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 (BANNER).
2. Students MUST contact the instructor each day of an absence.
3. When returning to class following an absence, the student should report to the instructor.
4. Leaving class without authorization will be grounds for suspension. The student should report to the instructor before leaving.
5. False information pertaining to reasons for absences will be grounds for dismissal.
6. Whenever possible, it is highly recommended students obtain documentation for all absences in case needed for appeals.

Changes in Enrollment Status
Students will normally not be allowed to change status without (1) informing the instructor, (2) obtaining the Student Services Coordinator approval, and (3) before the term begins or within the first two weeks of a trimester.

A *Change in Status* request form from the Student Services Department should be completed by the student. 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.

OTHER STUDENT POLICIES
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.

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.

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.

Identification 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.

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.

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.

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. 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.

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 Vice President.

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.

Tennessee Board of Regents Student Health Insurance Exchange
Insurance policy information is available at 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 info is 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 2017 year was 89%; the placement rate was 85%; 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.

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 President or designee at least five (5) business days prior to the event. The President 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

STUDENT CONDUCT AND STUDENT LIFE

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)

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
- Presidenties 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. In addition, Tennessee Code Annotated §49-7-1€ 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 President. Improperly parked vehicles may be towed at the vehicle owner's expense.

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

1. 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. 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.

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.

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. Annual Security Reports are available from administration and on the college website: https://tcatcrump.edu/about/safety-and-security .

TBI Campus Crime Report

The Tennessee Bureau of Investigation maintains information and statistics on crimes reported on all educational campuses in Tennessee at https://www.tn.gov/tbi/divisions/cjis-division/recent-publications.html .

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.

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

796.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 President 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.

797.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 President and Student Services Department of the Tennessee College of Applied Technology and complete a detailed occurrence report. The Nursing Program President 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	Cannabinoids
Cocaine	Phencyclidine
Opiates	Alcohol
Barbiturates	Benzodiazepines
Methadone	Propoxyphene
Oxycodone	

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.*

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:

> The maintenance of an environment in which students can learn, and

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 SMOKING POLICY
Smoking Policy including electronic cigarettes, vaping and smokeless tobacco
In accordance with the laws of the State of Tennessee (Public Chapter 410, "Non-Smoking Act) and TBR Policy 1:07:00:10 at https://policies.tbr.edu/policies/prohibitions-smoking-and-use-smokeless-tobacco-products , the following smoking (including electronic cigarettes and vaping) and smokeless tobacco policy applies to all persons at TCAT Crump:

Smoking will not be permitted in any building owned or operated by TCAT Crump. This applies to hallways, the main breezeway, classrooms, laboratories, meeting rooms, offices, restrooms, parking lots and their entrances. All smoking must be done in designated areas, which are marked and posted. At the Crump campus, designated areas are the gazebo outside the Floyd Building and the area at the end of the main breezeway separate from the shops. For other instructional teaching sites, instructors will provide information about designated areas to students.

Benches and other picnic tables placed in certain areas 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. Smokeless tobacco users are responsible for discarding the products of their tobacco use responsibly.

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.

Any institution student who is found to have violated this policy may be subject to discipline in accordance with the Student Conduct and Disciplinary Sanctions Policy (included in this Handbook/Catalog).

STUDENT SERVICES CONSUMER INFORMATION

Student Services involves admissions, testing, counseling, orientation, records, grievances, academic advisement, financial assistance, health and safety. This department coordinates student activities with other areas of the college.   Follow-up studies of completers and employers of completers is handled by Student Services. The Student Services Coordinator is Cherry Johnson, cherry.johnson@tcatcrump.edu.

Program Placement Services 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 program choice.

Orientation and Pre-Admissions Information Sessions Student Services provides Pre-Admissions Information Sessions to acquaint new students with policies, college information, functions, and personnel of the college. Early-registration and orientations are also included.

Records An electronic student information management system houses student records permanently. Records include, but are not limited to, enrollment application, demographic, transcripts, absences, grades, and financial aid. All student records are confidential and protected by FERPA.

Transcripts are available to the student or to agencies upon request. A transcript request form can be completed in the Student Services Department.

Grievances The Student Services Coordinator works with the Vice President to handle all grievances following approved governing board and COE procedures. Information about filing grievances is in the Handbook/Catalog, website, and Student Services. The college strives to resolve all concerns and issues at the lowest level.

Personal Counseling and Academic Advisement. 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.

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 all college personnel. Also, the student must fully participate in the job seeking process.

Placement rates are continually evaluated and reported to our accrediting agency and the Tennessee Board of Regents. Placement rates are evaluated and utilized to monitor effectiveness and continuation of all programs.

Follow-Up. An effort is made to keep in touch with graduates after entering employment to determine their success and to make the training more relevant to the needs of new students and industries. All graduates are requested to keep the 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 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.

Exit Interview.   Students leaving the college are requested to complete an exit interview form in the Student Services Department prior to departure. 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.

Health and Safety.   TCAT Crump has a Safety Manual and Safety Committee. All students are informed of safety in orientation, course syllabi, and with practice safety drills. The Safety Manual is regularly reviewed for any needed revisions or updates.

Financial Aid Assistance.   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 at www.fafsa.ed.gov .

The financial aid contact for TCAT Crump is Cherry Johnson, Student Services Coordinator/Financial Aid Administrator. More Consumer Information concerning financial aid follows in Addendum A.

Food Services.   A student break area, is located in the Burks' Building for use by students at scheduled breaks and lunches. Vending machines, restrooms, tables and chairs are located in the area.

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.

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. Any instructional time, which is lost due to college closures, will be made-up during the term in which the closure occurs. Cancellation of day classes does not mean that night classes will also be cancelled, or vice versa. Each day or evening student should look for announcements pertaining to their schedule.

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
- Facebook
- TCAT Phone (731) 632-3393, Option 7

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 President.

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.

Student on Student Harassment
Per TBR Policy 1:03:02:60, TCAT Crump has adopted the policy that student on student harassment is not acceptable. Student on student harassment means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law and that is so sever, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit. Any student who has concerns or questions about student on student harassment should bring the matter(s) to the Student Services Coordinator, Ms. Cherry Johnson, cherry.johnson@tcatcrump.edu or contact the Student Services Office.

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

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** 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**.

TENNESSEE BOARD OF REGENTS POLICIES (TBR)
FOR TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

Select student 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 . Other policies are also provided online at https://policies.tbr.edu/policies/

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 President. The President may discuss the matter with the student and the Coordinator, and any other personnel he/she feels appropriate. The President 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 1 Bridgestone Park, 3rd Floor, Nashville, TN 37214, or by going on line and filing out the form electronically at https://www.tbr.edu/contacts/general-comment-complaint-or-request .

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 https://www.tbr.edu/audit/fraud-waste-or-abuse-reporting-form   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: (800) 421-3481 or ocr@ed.gov
www2.ed.gov/about/offices/list/ocr/index.html

Or the college accrediting body, 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).

General Policy on Student Conduct & Disciplinary Sanctions: 3.02.00.01
PURPOSE

The Tennessee Board of Regents authorizes the institutions 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. Institutional policies on this subject shall be subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs.

DEFINITIONS

- For the purpose of this policy, a "student" shall mean any person who is admitted and/or registered for study at a State Board of Regents institution for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution.
- "Student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policies and regulations governing student conduct.
- Definitions of "Disciplinary Offenses" and "Disciplinary Sanctions" are included in their respective sections, II. and IV.

POLICY/GUIDELINE

1. 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 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 their 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 Systemwide 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 Systemwide 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 they are 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 their case,

        2. The right to be accompanied by an advisor,

        3. The right to call witnesses in their behalf,

        4. The right to confront witnesses against them, 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.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03 Systemwide Student Rules – Student Conduct and Disciplinary Sanctions. To the extent that a conflict exists between his policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12-8-11. Effective 11/15/15

Revised to include Student on Student Harassment on 3-14-2018 per TBR Policy 1:03:02:60.

Student Due Process Procedure : 3.02.01.00

1. Due Process
    1. Institutions governed by the State Board of Regents, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall ensure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.
    2. If, in accordance with the institution regulations governing discipline in cases of student social misconduct, a hearing is requested, the following minimal procedures will be observed:
        1. The student shall be advised of the time and place of the hearing.
        2. The student shall be advised of the breach of regulations of which or she he is charged.
        3. The student shall be advised of the following rights:
            1. The right to present their case.
            2. The right to be accompanied by an advisor.
            3. The right to call witnesses on their behalf.
            4. The right to confront witnesses against them.
        4. The student shall be advised of the method of appeal.

Other Important Student Policies: (available online at https://policies.tbr.edu/policies/

Warranty of Competency of Graduates of Technical Programs: 2.03.01.10
Confidentialiality of Student Records: S-020
Student Scholarships, Grants, Loans & Financial Aid Programs at Tennessee Colleges of Applied Technology: 3:04:01:01
Sex Discrimination, Sexual Harassment or Sexual Misconduct: 6:01:00:00
Sexual Misconduct: 6:03:00:00
Firearms and Other Weapons: 7:01:00:00

ADDITIONAL CONSUMER INFORMATION

Commission of the Council on Occupational Education (COE) – Completion, Placement and Licensure data: 2019 Council Annual Report

	2019 COE Requirements	TCAT Crump
Completion Rate	60% or higher	86.0%
Placement	70% or higher	100.0%
Licensure	70% or higher	89%

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

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

Integrated Postsecondary Data (IPEDS)

Access Integrated Postsecondary Education Data System Statistics at https://nces.ed.gov/ipeds/use-the-data. Search by school and year of data. Data includes number of students, costs, and financial aid.

ACADEMIC INFORMATION

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, President
West TN Workforce Investment Board

Mr. Kevin Davis, Mayor
Hardin County

Mr. Eddie Crittendon, CEO
McNairy County EDC & Chamber of Commerce

Mr. Barry Hutcherson, Mayor
Chester County

Mr. Mike Creasy, Mayor
Decatur County

Mr. Mike Creasy, Mayor
Decatur County

Mr. Jim Mangubat, County Executive
Wayne County

Ms. Beth Pippen, President
Hardin County Convention & Visitor's Bureau

Ms. Jennifer Perryman, Adm. Asst.
Team Hardin County

Ms. Rena Purdy, President
Wayne County Economic Development

Mr. Larry Smith, Mayor
McNairy County

ACADEMIC SUPPORT

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

Library / Media Services
Each program has a resource library and media center located in each classroom.

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 programs are optional. TCAT Crump does not have any current TN eCampus program(s).

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 <u>and</u> math on the computerized exam. These scores are good for a maximum of two years and are transferable from one TCAT to another. The entire HESI test over reading, math with critical thinking 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 each testing attempt 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, Elsevier, HESI, Certiport, and AAPC.

<u>Additional testing opportunities</u> 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)
- IC3 Certification (Certiport)
- Medical Billing and Coding Certification Exams (AAPC)
- MOS – Microsoft Office Specialist (Certiport)

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.TCAT Crump.edu](www.TCATCrump.edu) .

LIVE WORK AND REPAIR SERVICES

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 occupation al 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, an
7. Non-profit organizations

The College President 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 President 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 President or Vice President 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.

CATALOG – ACADEMIC PROGRAMS

This section outlines TCAT Crump full-time programs for 2018-2019.
Our college also offers a variety of part-time and other courses. Please visit the college website at www.TCATCrump.edu for more information.

On the website, each program's estimated program length, clock hours, program credentials, average salary, costs for tuition/fees and textbooks/supplies are provided. Campus locations for each program are listed. Typical job duties and Curriculum/Courses are outlined by trimester. Any certifications available may be listed. Instructors contact information is provided for potential student information along with printable books and supplies lists.

This Catalog shall not cover a period greater than two years from fall term September 2019 until the end of summer term August 2021 for diploma and certificate offerings set forth in this catalog.

The course offerings of the Tennessee College of Applied Technology Crump, diploma and certificate requirements of the college, are continuously under examination and revision. This Catalog is not intended to constitute a contract between a student and the college.

Program Break/Lunch Schedules

All day classes begin at 8:00 a.m. and end at 2:30 p.m., Monday – Friday except the Clifton Instructional Service Center begins at 8:00 a.m. and ends at 4:00 p.m. Monday – Thursday.

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.
Electrical & Plumbing Construction 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.
Farming Operations 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.
Health Information Management (Tu,Th) Technology, Henderson – Chester Tech. Ctr.	9:45 a.m. – 10:00 a.m. 1:15 p.m. – 1:30 p.m.	11:30 a.m. – 12:00 p.m.
Health Information Management Technology Clifton ISC (M,W) Remaining online	9:50 a.m. – 10:00 a.m. 1:15 p.m. – 1:25 p.m.	11:00 a.m. – 11:30 a.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)
Hybrid Practical Nursing Tu 5 – 9 p.m. Sa 8 a – 4:30 p	Tu 7 – 7:15 p.m. Sa 9:30 a.m. – 9:40 a.m. 1:30 p.m. – 1:45 p.m	11:30 a.m. – 12:00 p.m
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.

Instructors' Office Hours – all locations are posted in the classrooms

ADMINISTRATIVE OFFICE TECHNOLOGY

The Administrative Office Technology program provides essential training in business office procedures, customer service skills, business communications, keyboarding and document processing, proofreading and editing, business etiquette, problem solving, business writing, records and file management, and business computer skills. The administrative office student will receive specialized training in general office assisting and administrative support assisting. In addition, students will choose an elective in the following career areas: administrative assistant, accounting assistant and, medical administrative assistant.

 At completion of a diploma in Administrative Office Technology program, graduates will be skilled for an entry-level administrative career.

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

PROGRAM AWARDS & LENGTHS

Diplomas
Accounting Assistant ....1296 hours
Admininstrative Assistant ....1296 hours
Medical Administrative Assistant ....1296 hours

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

Course Descriptions

AOT 0001-0003 – **Worker Characteristics** – 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 1000 – **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 1010 – **Orientation and Safety –** Orientation and Safety provides basic instruction in the normal class routine and basic safety practices through reading assignments, testing, practical application, demonstration, and lectures.

AOT 1020 – **Success Strategies** – To ensure the student has foundational skills in: reading for information, applied mathematics, locating information and business writing. Additionally, students will learn strategies in test taking and note taking, how to set goals and how to manage time effectively.

AOT 1030 – **Keyboarding & Data Entry** – This course is designed for the beginning student or to enhance skills for the developed student. 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 emails, 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 –** To ensure the student learns the fundamental concepts and knowledge needed for success in the workplace, and to develop competencies in administrative and office supportive tasks such as proper telephone etiquette, filing, records management, office mail management skills and etiquette, and presentation skills.

AOT 1050 – **Computer Essentials –**   To ensure the student develops skills in document creation, file creation and file management in order to work with data effectively for a career in today's workplace. This course contains document processing with emphasis on the formatting of various business correspondence reports, understanding the internet, various browsers and search engines, and email procedures and etiquette.

AOT 2010 – **Word Processing Applications** – To ensure the student develops skills in document creation, file creation and file management in order to work with data effectively for a career in today's workplace. This course contains document processing with emphasis on the formatting of various business correspondence reports, understanding the internet, various browsers and search engines, and email procedures and etiquette.

AOT 2020 – **Spreadsheet Applications** – To ensure the student develops skills in creation and management of spreadsheets and skill development in presentations for a career in today's workplace.

AOT 2030 – **Office Procedures II** – Business communication plays an extremely important role in communicating in an efficient and professional manner in business as well as your personal life. Because written and oral communication skills have become an integral part of today's office, learning to properly use communication skills are essential.

AOT 2040 – **Employability Skills** –   Employability skills are a set of skills and behaviors that are necessary for every job. Employability skills are sometimes called soft skills, foundational skills, work-readiness skills, or job-readiness skills. This course will develop skills in career readiness.

AOT 3010 – **Business Communications –** This course is designed to help the student learn the concepts and principles related to the administrative workforce. Students will learn the essential skills of writing, speaking, presenting, and behaving professionally in today's technological workforce. Additionally, the student will develop high order of thinking skills in various skill areas, such as: problem solving, communication building, ethical decision making and business letter writing component.

AOT 3020 – **Customer Service** – This course is designed to help the student learn the fundamental concepts and knowledge needed for success with the customer experience and customer service, and to develop competencies in administrative and office supportive tasks. These skills will be developed to ensure successful techniques of providing quality customer service and becoming a better service provider.

AOT 3030 – **Financial Functions** – The student will learn accounting basics, with a general background of accounting and will progress to specific accounting principles. The student will develop skills in: the basic accounting equation, T accounts, debits and credits, the accounting cycle and journal transactions, working with the general ledger, generating financial statements, and working with adjusting and closing entries. Additionally, the student will gain experience in practicing / reviewing all skills developed through a project in working with a fictitious business. (Administrative Assistant Path)

AOT 3040 – **Practicum & Simulations** – Students will practically apply this skills learned in the classroom to the work setting. (Administrative Assistant Path)

AOT 3050 – **Accounting –** The student will learn accounting basics, with a general background of accounting and will progress to specific accounting principles. The student will develop skills in: the basic accounting equation, T accounts, debits and credits, the accounting cycle and journal transactions, working

with the general ledger, generating financial statements, and working with adjusting and closing entries. Additionally, the student will gain experience in practicing / reviewing all skills developed through a project in working with a fictitious business. (Accounting Assistant Path)

AOT 3060 – **Payroll** – The student will develop skills to apply basic payroll and payroll tax accounting principles and procedures; to be proficient in the use of computers to maintain payroll and payroll tax accounting records; and to complete journalizing, worksheets, payroll, etc. (Accounting Assistant Path)

AOT 3070 – **Automated Accounting** – The student will learn to apply basic accounting principles and procedures to computerized accounting procedures. This will be completed through a review of fundamental accounting concepts, working with financial statements, working with source documents, performing financial analysis and comparisons through reporting, and creating and managing computerized accounts /reports.

AOT 3080 – **Medical Terminology** – The student will develop skills in medical terminology in order to successfully communicate and work in a medical administrative career. These skills are developed through the understanding of word components: prefixes, root words, suffixes, combing forms and abbreviations. Additionally, students will work with anatomical graphs, word graphs, and the use of interactive flash cards.

AOT 3090 – **Medical Ethics and Office Management –** This course is designed to prepare the student for administrative duties in the medical office. Students will develop skills in administrative office procedures as well as providing exercises in judgment, independent action, providing quality customer service, and coping with interruptions. Additionally, students will learn the concepts of medical ethics in working in the medical administrative office. Students will learn the principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants as well as current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

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. Students will learn how to complete the universal medical insurance form. Additionally, this course will introduce the basic concepts of medical billing and coding by gaining basic knowledge of the ICD-10 and CPT, and learn the purposes of diagnostic coding and procedural coding.

AOT 3110- **Electronic Health Records –** This course is designed to introduce the student to electronic health records theory and management in both inpatient and outpatient settings and to provide hands-on experience /simulation with data entry into electronic records.

AOT 3120 – **Medical Practicum & Simulation** – Students will practically apply these skills learned in the classroom to the work setting. (Prerequisite: Completion of General Office and Administrative Support Specialist Certificates)

COLLISION REPAIR TECHNOLOGY

The Collision Repair Technician program is designed to provide the student with a thorough understanding of the materials, methods, and refinishing techniques used in the repair and restoration of a damaged automobile body. Through class study, audiovisual presentations, and actual "hands-on" performance tasks the student will learn the procedures necessary for the proper repair and refinishing of metal, fiberglass, and plastic components used in both unibody and conventional automobile construction.

The 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

Course Descriptions

CRT 0001-0004 – **Worker Characteristics** – 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 introduces safety and environmental challenges in automotive shops and is designed to teach students how to control these challenges.

CRT 1020 – **Related Math** –   This course is to instruct students in Math, Reading and Locating Information skills to be proficient upon entering the workforce.

CRT 1030 – **Non-Structural Analysis & Damage Repair–** This course will provide instruction in disassemble and reassemble procedures along with Plastic Repair procedures of automobiles required to be proficient upon entering the workforce.

CRT 2010 – **Advanced Non-Structural Analysis & Damage Repair–** This course will provide instruction in the advanced stages of Non-Structural Repair, including metal finishing, body filling and, also moveable glass and hardware required to be proficient upon entering the workforce.

CRT 2020 – **Welding -** This course is designed to train students in Metal Welding and Cutting such as preparation, different types & techniques of MIG welding, and panel alignment required to be proficient upon entering the workforce.

CRT 2030 – **Structural Analysis & Damage Repair:** This course is designed to train students in the structural components and designs of automobiles and how they are welded together and removed. Including Stationary Glass, Unibody Damage, Setup & Measure and Repair procedures to be proficient upon entering the workforce.

CRT 3010 – **Advanced Structural Analysis & Damage Repair:** This is a continuation of CRT 2030 Structural Analysis & Damage Repair. This course is designed to train students in the advanced stages of structural components and designs of automobiles and how they are welded together and removed including Frame Damage, Setup and Measure and Repair procedures necessary to be proficient upon entering the workforce.

CRT 3020 – **Mechanical & Electrical Components:** This course is designed to train students in all the various Collision Repair aspects of Mechanical and Electrical Components to be proficient upon entering the workforce. (Prerequisite: CRT 1010 Safety)

CRT 3030 – **DAECS (Damage Analysis Estimating and Customer Service):**   This course is designed to train students in all aspects of Damage Analysis of wrecked automobiles and how to build a proper Estimate of Repair, plus to obtain good Customer Relation skills to be proficient upon entering the workforce. (Prerequisite: CRT 1010 Safety)

CRT 3040 – **Workplace Skills -** This course is designed to train students in good workplace skills such as Employment Applications and Resume Skills, Professionalism, Work Ethics and Critical Thinking Skills to be proficient upon entering the workforce. (Prerequisite: CRT 1010 Safety)

CRT 4010 – **Painting and Refinishing –** This course is designed to train students in all aspects of Painting and Refinishing including Preparation, Color Matching, Paint Mixing & Application, Color Sanding & Buffing Techniques as well as Final Detail procedures to be proficient upon entering the workforce. (Prerequisite: CRT 1010 Safety)

COMPUTER AIDED DESIGN TECHNOLOGY

The Computer Aided Design Technology program provides an introduction to the diverse fields of mechanical drafting and AEC (architectural, engineering, and construction). 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

Course Descriptions

CAD 0001-0004 – **Worker Characteristics –** This module is designed to help prepare the student for seeking employment in the field of drafting/ CAD. Computer aided design drafters must be familiar with job-finding aids and strategies available. They must assemble an impressive employment portfolio that includes a letter of introduction, resume, and sample drawings. Topics also include: workplace ethics, workplace communication, and participating on engineering teams.

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, 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 drafting technology and that 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 module is designed to give the student an understanding of the function of drafting in engineering design. It will familiarize the student with the different specialty areas within the drafting occupations and teach manual drafting skills. 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** – This module is designed to introduce the student to several special fields of drafting. Each of these fields has unique design and drafting practices. Topics include: architectural, electrical/electronic, structural drafting, civil, HVAC, pipe drafting, 3D illustration, animation, rendering, and professional development. All projects relate directly to specific drafting career fields.

CAD 3020 – **Working Drawings –** In this module, 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** – This module is intended to further familiarize the student with the fundamental aspects that make up the vast world of Architecture. Students will be introduced to various architectural careers, office practice and procedures, and architectural drawing techniques.

CAD 3050 – **Mechanical Design I**- Coverage of this unit of instruction is intended to 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. The student will also gain a thorough understanding of screw thread forms, specifications, terms, applications, proportions, standards, tapping, and other hole preparation, methods of representation, methods of notation, and dimensioning. Standardized fastening devices including bolts, washers, nuts, set-screws, self-tapping screws, rivets, keys and pins as well as locking devices such as locknuts and lock washers are covered. Helical and flat springs are covered in the Threads and Fasteners unit. Solid Modeling will be used extensively through this section. Coverage of power transmissions will give the student a broad view of the different methods of accomplishing power transfer in mechanical systems. Emphasis will be on understanding the detailed drawings of various types of gears and cams.

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** – This course is designed to introduce students to developing solid parts and assemblies, attaching materials to the parts, as well as rendering and animating assemblies made from individual components.

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.

This course is designed to introduce students to developing solid parts and assemblies, attaching materials to the parts, as well as rendering and animating assemblies made from individual components.

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 module is designed to help prepare the student for seeking employment in the field of drafting/ CAD. Computer aided design drafters must be familiar with job-finding aids and strategies available. They must assemble an impressive employment portfolio that includes a letter of introduction, resume, and sample drawings. Topics also include: workplace ethics, workplace communication, and participating on engineering teams.

CAD 4060 – **Residential Architecture II** – This module is intended to familiarize the student with the fundamental aspects that make up the vast world of Architecture. Students will be introduced to various architectural careers, office practice and procedures, and architectural drawing techniques.

CAD 4080 – **Mechanical Design II**- Coverage of this unit of instruction is intended to 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. The tolerancing unit is to provide the student with the necessary information, techniques, and activities to correctly apply precision dimensions and tolerances. The student will also gain a thorough understanding of creation, fabrication and joining of objects from flat stock such as sheet metal as well as detailing the intersection of solids. Coverage of this unit is intended to acquaint the student with the terminology, explain the methods and provide the student with practical application in sheet metal layout. Patent Drawings will also be covered to provide the student with the necessary information to develop drawings suitable for submission to the U.S. Patent Office. Special fields category will be visited and may vary depending on the needs of local industry, the school or the individual student. The areas shown are given as examples. Consult the curriculum of the individual school for specific requirements and offerings. The intent of this unit is to provide for additional flexibility in the mechanical drafting course to meet local needs. The Student will also cover material specific to Tool Design. Tool design relates to the design, layout and development of the tooling, fixtures, jigs, dies and related components necessary to support the manufacture of goods. This module is designed for mechanical students with a desire to work in tooling design. Practical applications involving the design and drawing of tools and fixtures will be covered.

<u>**COMPUTER INFORMATION SYSTEMS**</u>

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 Information Systems..1728 hours

Certificates

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

Course Descriptions

CIS 0001-0004 – **Worker Characteristics –** 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 1021 – **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 1031 – **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 1041 – **Computer Concepts** – This course is the <u>foundation</u> 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 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 2011 – **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 2021 – **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 20410 – **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 2051 – **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 2060 – **Intro to Web Design** – This course is an introduction to how to create web sites that are compelling and fit specific purposes or audiences. It will introduce the student to correct uses of white space, font choices, graphics, and information. The student will be introduced to responsive web design along with the various web design software available today.

CIS 2070 – **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** – 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**- 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 3035 – **Intro to Security –** The CompTIA Security+ and Testout Security Pro validate knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. After completing this course, the student will be familiar with the fundamental concepts of information security. At the completion of the competencies, the student should be able to pass a nationally recognized certification.

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 3051 – **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 3061 – **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 3071 – **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

The Computer Information Technology program is designed to provide students with first-hand knowledge of the software, hardware, and operations of personal computers used in business and industry. Many aspects of the personal computer including how it works, how data is processed, and how to apply the functions to solutions on the job are explored in the Computer Information Technology Program.

The program outcomes includes:
- Train Students for entry into the Information Technology career field
- Prepare students to take national level Information Technology Certifications
- To mentor, encourage, and development professional work place skills that will benefit the student in future career endeavors.

PROGRAM AWARDS & LENGTHS

Diplomas

Information Technology System Support Specialist..1728 hours
Information Technology Systems Coordinator..2160 hours

Certificates

Personal Computer Operator... 216 hours
Technical Support Specialist .... 642 hours
Information Technology Network Support Specialist...1080 hours
Information Technology Security Specialist ....1296 hours

Course Descriptions

CIT 0001-0005 – **Worker Characteristics –** Throughout the trimester students will be taught and graded on work ethics topics. The topic to be covered are: attendance, appearance, character, teamwork, attitude, productivity/safety, organizational skills, communication, cooperation, and respect.

CIT 1010 – **Orientation and Safety** – Orientation and Practical Safety provides basic instruction in the normal class routine and basic safety practices through reading assignments, testing, practical application, demonstration, and lectures.

CIT 1011 – **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. Students complete an assessment test to determine their present skill level math, reading, locating information and writing. Individuals with identified deficiencies in these areas are scheduled to attend Technology Foundations to correct these deficiencies. When students achieve the designated skill level, they will exit from Technology Foundations.

CIT 1021 – **Computer Concepts -** A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use.

CIT 1031 – **Introduction to Applications** - Covers the use of a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills.

CIT 1041 – **Introduction to Operating Systems** - Introduction to Operating Systems is a course that teaches the basic operating system abstractions, mechanisms, and their implementations. The core of the course contains concurrent programming (threads and synchronization), inter process communication, and an introduction to distributed operating systems.

CIT 1051 – **Computer Hardware Foundations** – (Prerequisites – CIT 1021 and CIT 1041) This course teaches students, through lectures, discussions, demonstrations, and exercises, the skills and knowledge necessary for A+ 901 Certification. It is a study of the computer hardware and software-from its earliest beginnings, through the advent of mainframe and personal computers, up to present-day Pentium processor-driven machines.

CIT 2005 – **Computer Systems Support Foundations** – (Prerequisites – CIT 1021, CIT 1041, and CIT 1051) This course covers installing and configuring operating systems including Windows, IOS, Android, Apple OS X, and Linux. It also address security, the fundamentals of cloud computing and operational procedures.

CIT 2006 **Networking Fundamentals** – (Prerequisites – CIT 1021, CIT 1041, CIT 1051, and CIT 2005) This course teaches students, through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to help prepare them to take the Network+ certification exam administered by the Computing Technology Industry Association (CompTIA). The Network+ certification program covers the networking technologies most commonly used today. It also introduces the underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and the protocols that operate at the various model layers.

CIT 3001 – **Networking Fundamentals II** - (Prerequisite – CIT 2006) This course teaches students, through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to help prepare them to take the Network+ certification exam administered by the Computing Technology Industry Association (CompTIA). The Network+ certification program covers the networking technologies most commonly used today. It also introduces the underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and the protocols that operate at the various model layers.

CIT 3002 – **Security Fundamentals** – (Prerequisites – CIT 1021, CIT 1041) This course is a comprehensive study of the principles and practices of computer system security including operating system security, network security, software security and web security.

CIT 3010 – **Advanced Networking** - – (Prerequisites – CIT 1021, CIT 1041, CIT 2006, and CIT 3001) The course will cover a broad range of topics including congestion control, routing, analysis and design of network protocols (both wired and wireless), data centers, analysis and performance of content distribution networks, network security, vulnerability, and defenses, net neutrality, and online social networks. This course is and advance 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 – **Pro Networking** – (Prerequisite – CIT 3010) In this course, we will discuss emerging networking techniques, inducing software-defined networking (SDN) and network function visualization (NFV). We will also discuss corresponding security issues in SDN and NFV. Course will involve readings and discussion of classic and new papers on recent developments in computer networking research. Students will explore new ideas through projects, improve skills in presentations, and enhance critical thinking, systems and security programming, and creativity. The class format will consist of lectures, student presentations, and class project presentations. Students learn planning and implementing Server Roles and Server Security, Active Presidenty 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

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

Course Descriptions

DGT 0001-0004 – **Worker Characteristics –** 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 1011 – **Orientation –** Orientation is designed to orient the new student to the Digital Graphic Design Technology class, and to educate them concerning policies, rules, possible safety hazards, technology available, and what is expected as a student in the program.

DGT 1021 – **Drawing I –** In this course, emphasis is placed on composition and drawing techniques. Fundamentals of 2D and 3D drawing, composition, shading, texture, and balance 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 –** This course 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, design ethics, design application, and presentation. Students will explore the history and trends of graphic design and visual communication.

DGT 1040 – **Technology Foundations –** Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for graphics design and are necessary for employment in the workforce. Students will develop problem-solving skills, will enhance communication skills, and will be encouraged to become independent thinkers.

DGT 1050 – **Computer Concepts –** This course is a brief overview of computer software, file management, and the internet. An overview of the computer, file management and archiving files will be covered, as well as Microsoft Office and Adobe Acrobat.

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

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

DGT 2030 – **Web Page Design –** This course is designed to provide students with the knowledge to create web pages for personal, business, and marketing sites. Web page design will encompass text formatting, color coordination, graphics, backgrounds, animation graphics, hyperlinks, tables, and forms.

DGT 3010 – **Drawing II –** Students will create compositions through the process of idea conception, thumbnail sketches, roughs, and preliminary designs in order to create finished artwork. Students will utilize various software programs and artistic techniques to create advertisements, illustrations, web sites, and media for visual communication. Students will utilize principles of typography, white space, color, balance, texture, shading, and rendering for digital and print purposes.

DGT 3020 – **Media Illustration –** Students will 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** – In this course, students will develop skills to create animations. Students will create computer generated animations in a variety of techniques including hand-drawn conceptualization, storyboarding, 3D animation, and stop-motion. Students will create and manipulate graphics, text, and effects for web graphics.

DGT 4010 – **Advertising Design** – In this course students will explore and develop creative solutions for design and apply these principles to create visual communication for advertising and marketing. Concepts learned in previous courses will be utilized to combine typography, color theory, layout, and one's creative ability to create logos, print ads, package design, signage, and digital images from conception to final production.

DGT 4020 – **Digital Publishing** – Students gain skills in using appropriate digital software to create interactive pdfs, e-books, electronic journals and magazines. The course is designed to give you the skills and knowledge to prepare and format graphics for different devices and new media including digital publishing.

DGT 4030 – **Final Design Project Digital Graphics Designer** – Students will apply design principles and skills learned throughout the program in order to produce their final design project. Various software and creative techniques will be used.

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. Students learn the effectiveness of planning and scheduling work flow and time management. Students will discover 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** – Students will 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. 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 technical 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 design principles and skills learned throughout the program in order to produce their final design project. Various software and creative techniques will be used.

ELECTRICAL & PLUMBING CONSTRUCTION TECHNOLOGY

The Electrical and Plumbing Construction Technology program is to prepare students for a career as an electrician and/or plumber in the fast growing construction industry. Training includes both classroom (theory) and hands-on lab assignments designed to allow students to demonstrate the mastery of the core skills required for employment in the electrical and plumbing Field.

At the completion of the diploma in the Electrical and Plumbing Construction Technology program: the graduates of the Residential and Commercial Electrician and Plumbing program will possess a number of valuable skills such as electrical theory, wiring techniques, load calculations, conduit bending, National Electric Code, plumbing fixtures and installation, pipes and fittings, water distribution and drainage installations.

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

PROGRAM AWARDS & LENGTHS

Diplomas

Residential and Commercial Electrican and Plumbing .... 1296 hours

Certificates

Residential Wiring Helper .... 432 hours
Residential and Commerical Wiring Helper .... 864 hours
Plumbing Helper .... 432 hours

Course Descriptions

EPC 0001 – 0003– **Worker Characteristics** – Worker Characteristics teaches the students how to conduct themselves in a professional manner in which to acquire and retain employment in their field of work. Worker Characteristics teaches students what traits are desired by employers in today's market.

EPC 1010 – **Orient Safety Alcohol Ed & Haven Training** – This is a course on the hazards of alcohol and sexual harassment.

EPC 1020 – **OSHA and Safety** – This course is for training the student on the recognition, avoidance, abatement, and the prevention of safety and health hazards in the construction industry.

EPC 1030 – **Tech Foundations** – This course covers general knowledge, reading for information, locating information, and math.

EPC 1040 – **Math Review** – Practical problems in mathematics for electricians.

EPC 1050 – **Tools (Safety & Instruction)** – This is for entry level Electrical Students to show them the electrical hazards that they will encounter while working in the electrical industry.

EPC 1060 – **Electrical Theory (Basic AC Theory & Ohms Law)** – Teaches the student basic electrical theory, ohms law, series, parallel, and combination circuits. They also learn to use measuring instruments for alternating current, direct current, and transformers.

EPC 1070 – **National Electrical Code (NEC 2011) –** This course prepares the student to be able to understand the NEPA 70 National Electrical Code. They will be able to use the code for one family dwellings, multifamily dwellings, and commercial wiring applications.

EPC 1080 – **Residential Wiring Basics and Lab –** This course guides students room by room, through the wiring of a typical residence. By staring with the basic requirements of the National Electrical Code (NEC), then continuing on to the more advanced wiring methods.

EPC 1090 – **Multi-Meters –** This course teaches the student how to use their multi-meter, and which Category meter (CAT I, CAT II, CAT II) to use for the application they are in.

EPC 2010 – **Class Project Residential-Commercial –** This course is projects we do around the school and outside the school that the students get to use the skills and tools they have learned in class.

EPC 2020 – **Advanced Residential-Commercial Wiring and Transformers –** This course guides students room by room, through the wiring of a typical residence. By staring with the basic requirements of the National Electrical Code (NEC), then continuing on to the more advanced wiring methods. Also provides the basics of commercial wiring by offering insights into the planning of a typical commercial installation, demonstrating how the load requirements are converted into branch circuits, then to feeders, and finally into the buildings main electrical service.

EPC 2030 – **National Electrical Code-Advanced Codeology (NEC 2011) Load Calculations, Motors, Appliances –** This course covers the math involved in load calculations for residential and commercial applications.

EPC 2040 – **Conduit Bending –** In this course the student learns to bend various conduit bends (90 degree, Offsets, Saddles) using hand benders.

EPC 2050 – **Bonding and Grounding –** This course explains the grounding and bonding of electrical equipment as it relates to Article 250 in the NEC code book.

EPC 3010 – **Plumbing Safety –** This course talks about the different personal protection equipment the student will need and use.

EPC 3020 – **Plumbing Tools –** This course will show the different types, and uses for the tool he will need and use as a plumber.

EPC 3030 – **Types of Pipe, Fittings and Valves –** This course teaches the student the different types of pipes, fittings and valves it takes to plumb a residential home.

EPC 3040 – **Fixtures and Equipment Install –** This course covers the different types of fixtures used in a residential home.

EPC 3050 – **Water Distribution Install –** This course covers layout techniques of the water distribution system for a residential home.

EPC 3060 – **Drainage, Waste, and Vent Installation –** This course teaches the student how to layout drainage waste and vent system (DWV) in a residential home.

EPC 3070 – **Troubleshooting –** This course teaches the student how to troubleshoot and perform repairs to related systems.

FARMING OPERATIONS TECHNOLOGY

This program will provide students with skills and knowledge needed for today's farming operations which include, but not limited to, row crops, animal agriculture, and precision agriculture. Students may earn certificates by completing courses that offers exposure to principles in agriculture, livestock equipment, and precision agriculture. Other courses for credentials will present welding, farm based electricity, and shop principles as well as agriculture finance. Students will be presented material for understanding farm machinery maintenance, soil and plant management, crop and livestock marketing, and herd management. Precision agriculture is the future of the industry and will be offered as an individual diploma.

PROGRAM AWARDS & LENGTHS

Diplomas
Farming Operations Technology .... 1296 hours
Crop Production Technology .... 1728 hours
Livestock Production Management .... 1728 hours
Precision Production Technology .... 1728 hours

Certificates
Farming Operations Helper .... 432 hours
Farming Operations Specialist .... 864 hours

FOT 0001 - 0004 -**Worker Characteristic** – Throughout the trimester students will be taught and graded on work ethics topics. The topics to be covered are: attendance, appearance, character, teamwork, attitude, productivity/safety, organizational skills, communication, cooperation, and respect.

FOT 1010 --**Technology Foundations** - Technology Foundations is designed to enhance and/or develop language and mathematical skills that serve as a foundation for business systems technology and that 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.

FOT 1020 -- **Intro to Agriculture** – This course is an overview of the fundamental principles of agriculture which prepares students to understand agriculture technology. This course introduces students to basic skills and knowledge in construction and land management, agricultural mechanics, irrigation and drainage, and agricultural business.

FOT 1030 -- **Farm Safety** – This course will provide students of the knowledge and application of basic safety procedures in the agricultural workplace including current Occupational Safety and Health Administration (OSHA) guidelines, CPR certification, and First Aid training.

FOT 1040 -- **Introduction to Computers** – This course covers the operation of the personal computer including both hardware and software concepts. It includes an overview of a professional computer operating system, word processing, spreadsheets, e-mail usage, Internet operations, and agriculture software.

FOT 1050 -- **Farm Livestock/Equipment Management**-- This is an introductory level

course where students will learn the selection, function, safe operation and economic consideration of machines and equipment used in livestock and crop production agriculture.

FOT 1060 --**Intro to Precision Agriculture** - This course prepares students in the use of various Information Systems including GPS, GIS, VRT, and remote sensing utilized in precision farming and livestock production/management. Students will learn how to install and set up software, transfer data, process field data, and create reports and/or prescription maps. Included are the challenges and benefits of adopting precision agriculture technologies.

FOT 2010 -- **Soil Maintenance** – This course will introduce students to basic plant and soil science. Topics include plant growth development, composition of row crops and pasture land, soil conservation, and environmental factors that affect crop and grassland maintenance.

FOT 2020 -- **Livestock Maintenance**– This course is an introduction to the livestock industry. Fundamental and essential concepts of livestock production, selection, breed identification, safety, livestock handling, and reproduction. Care and management of livestock will be covered.

FOT 2030 --- **Shop Principles**– This course introduces basic shop and equipment safety, common shop practices, and tool identification. Students will also gain proper knowledge of correct tool usage and types of fasteners.

FOT 2040 -- **Welding** – This course introduces the processes of Shielded Metal Arc Welding (Stick Welding), Thermal Cutting, and Brazing. Safety for students such as Personal Protection Equipment (PPE) and safe welding practices in the welding shop will be emphasized. Welding and cutting equipment, selection of welding supplies and materials that are used in industry are introduced.

FOT 2050 -- **Basic Electricity** – This course introduces safety, basic circuits/theory, introduction to NEC (National Electrical Code), device boxes and conduit bending/installation, raceway/fittings, conductors/cables, electrical drawings, test equipment and materials associated with farmstead maintenance.

FOT 2060 -- **Farm Record & Finance/Simulation** – This course is a study of the general principles in farm accounting and financial analysis including financial statements. Students will be informed of the different credit agencies and what they have to offer beginning farmers. Students will learn what is required of them to obtain credit. Communication between lender and the farmer is also discussed.

FOT 3010 -- **Farm Machinery & Equipment Maintenance** – This course provides the student basic engine system operation and maintenance skills and knowledge. Provides the students with knowledge and skills needed to maintain and service the electrical systems associated with farm machinery and livestock equipment, including the selection of components and their replacement. Students will maintain and troubleshoot farm machinery, livestock equipment, electrical systems, such as monitors, special lighting, electrical solenoids and controls, and coolant systems.

FOT 3020 -- **Ag Building Design and Construction** – This course acquaints the student with

planning, design, and construction skills for agriculture facilities. It focuses on the selection of building materials, cost and production of farm buildings. Studies the various types of livestock facilities, storage and materials handling systems on farms. The student will look at the planning, design, cost and management of their livestock or row crop operation.

FOT 4010 -- **Machinery** – This course deals with advanced aspects of farm machinery maintenance and the typical problems which could determine profit and loss. How much machinery, what size, how acquired, alternatives to owning, and machine costs are all studied. Methods will be presented for the selection of crop land preparation, planting, crop maintenance, harvesting, and transportation equipment.

FOT 4020 -- **Soil/Plant Management** – This course presents basic concepts of all aspects of soil science including composition and physical properties, soil water, classification and mapping, soil conservation and management practices, soil fertility, productivity, and make choices for land use interpretations based on soil characteristics. It will enable students to become familiar with equipment used to handle and apply herbicides, pesticides, and fertilizer. Both calibration and safety with all types of farm sprayers and applicators are emphasized. Proper chemical selection for crops and basic weed ID will be emphasized. The course is a study of the major crops grown for production.

FOT 4030 -- **Crop Marketing** – This course is an introduction to fundamental principles of marketing with emphasis on application to agriculture, adjustment to forces by consumers, farmers and businessmen planning, producing, marketing, and consuming products. The course will acquaint students with an understanding of market forces and their relationship to price establishment of agricultural crops. Students will track prices and develop a price chart to help in marketing crops produced on their farm.

FOT 4040 -- **Herd Management** – This is an advanced course to the livestock industry covering principles on animal nutrition, feed composition, feeding of farm animals, types, market classes and grades of cattle, swine, sheep, and goats. Students will learn breeding, feeding, management, as well as prevention and control of farm animal disorders.

FOT 4050 -- **Pasture Management** – This course is designed to provide students the knowledge and understanding of how to establish and improve pastures. Students will learn to evaluate pastures, take soil samples, basic soil fertility, increase forage growth, and how to identify forages, weeds, and toxic plants.

FOT 4060 -- **Livestock Marketing** – This course is an introduction to the fundamental principles of marketing livestock with emphasis on input costs for production and an overview of market futures. Students will track livestock prices and study factors leading to fluctuations in the livestock market.

FOT 4070 -- **Advanced Precision Ag** – This course covers advanced technologies utilized in precision agriculture. Topics include the following: variable rate control of seed, chemicals, and fertilizer; advanced planter monitors; automatic section control; remote crop health sensing technologies; components, calibration, installation, and troubleshooting of variable rate equipment.

FOT 4080 -- **Advanced Farming Systems** – This course covers the study and application of electronic systems, hydraulic systems, pneumatic systems, computers, hardware, software,

and displays used in precision agriculture machinery. The students will use technical manuals, wiring diagrams, and shop tools to diagnose and pinpoint electrical malfunctions.

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

Health Information Management Technology (HIMT) provides the umbrella framework to describe the comprehensive management of health information across computerized systems and its secure exchange between consumers, providers, government and quality entities, and insurers.

When people think about careers in the field of health care, such jobs as doctors, nurses and even receptionists might be the first ones to come to mind. Beyond the men and women who actually tend to health concerns, there is a wide range of employment possibilities in the field of Health Information Management Technology. As computer technology continues to evolve, positions in this field will continue to flourish.

The U.S. Department of Health and Human Services recognizes that Health Information Management Technology is responsible for "comprehensive management of information and its secure exchange between health care consumers and providers." The exchange of patient information among doctors, hospitals and pharmacies must be performed in a secure manner, considering the sensitive nature of this information. Medical coding is another important function for those in the Health Information Management Technology field. Insurance companies and medical providers need to work efficiently to provide the highest quality of patient care.

This program is located at the Henderson-Chester Technology Center Instructional Service Center, 1449 White Avenue, Henderson, TN 38340, (731) 989-0095, and
At the Tennessee College of Applied Technology –Crump Clifton Instructional Service Center, 795 Main Street, Clifton, TN 38425, (931) 676-6966

PROGRAM AWARDS & LENGTHS

Diplomas

Health Information Technology Specialist..1296 hours

Certificates

Health Information Support .... 432 hours
Health Information Coordinator... 864 hours

Course Descriptions

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

HIM 1010 – **Orientation and Safety** – Orientation and Safety will discuss the purpose of this course and what is required to master the subject matter and the rules of safety for the classroom and other areas of the facility. Each student will receive a course syllabus.

HIM 1020 – **Keyboarding and Intro to Computers** – This course will help to familiarize the student with the basic use of the computer and how to operate it.

HIM 1030 – **Medical Law & Ethics** – The course will teach a basic knowledge of law, ethics and bioethics for ambulatory healthcare.

HIM 1040 – **Medical Terminology** – This course introduces the student on how to use rules to build on terms used in the field.

HIM 1050 – **Basic Anatomy –** This course introduces the student to basic anatomy and the organization of the body and how the parts all work together in the human body.

HIM 1060 – **Intro to Medical Insurance** – This course introduces the student to the basics of medical insurance, insurance terminology, private payments, and governmental services.

HIM 2010 – **Electronic Health Records** – This course teaches the student the fundamental components, terminology and functions associated with HER systems in the health care providers practice.

HIM 2020 – **Health Information Management –** This course involves a study of recordkeeping practices in the hospital and physician's office.

HIM 2030 – **Intro to Medical Coding** – This course focuses on learning the coding rules for the CPT, ICH-10-CM, HCPCS, and ICD-10-PCS coding systems and applying the rules to code patient services.

HIM 2040 – **Medical Office Procedures** – This course prepares the student for administrative duties in the medical office, including critical thinking and multi-tasking.

HIM 2050 – **Employability Skills** – This course presents practical strategies to prepare students to conduct a successful job search and lays the foundation for successful career development.

HIM 3010 – **Advanced Outpatient Coding** – This course requires the student to apply previously learned coding concepts to a wide array of medical reports.

HIM 3020 – **Inpatient Coding and Billing** – This course teaches the skills necessary for hospital billing and coding, billing process, and accounts receivable as well as coding patient conditions and procedures.

HIM 3030 – **Dental Coding Billing and Assisting** – This course teaches the skills necessary to organize tasks, complete procedures, develop effective communication skills, and acquire a professional outlook in the dental practice.

HIM 3040 – **Medical Transcription** – This course teaches the student how to transcript medical documentation.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

The heating, ventilation, Air Conditioning and Refrigeration program is an individual program that prepares individuals to work in a variety of jobs in the field of residential and light commercial air conditioning and refrigeration.

Upon completion of the program, graduates are prepared to troubleshoot, repair, and maintain residential and commercial refrigeration; air conditioning; heat pumps; humidifiers; and electrical and gas heating. Graduates also understand the fundamentals of electricity, electric motors, and controls. Graduates of the program will be able to install and braze refrigeration tubing, diagnose electrical problems; install duct systems; repair light commercial equipment; recover air conditioning and refrigeration refrigerants; locate and repair leaks.

PROGRAM AWARDS & LENGTHS

Diplomas

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

Certificates

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

Course Descriptions

HVA 0001-0004 – **Worker Characteristics** – This course is a study of worker characteristics that are required to be successful in the workplace.

HVA 1010 – **Technology Foundations** – This course is a study skills class to help the student increase their skills in math, reading, and locating information.

HVA 1020 – **OSHA** – This course introduces the student to OSHA and its requirements for jobsite safety.

HVA 1030 – **Shop Safety** – This course will introduce the importance of Safety to the student in their career, and will instill in them the necessity of always being aware of safety.

HVA 1040 – **Refrigeration Fundamentals** – This fundamental course will define the physics of heat transfer, and pressure – temperature relationships the fundamental principles behind the workings of phase changing refrigeration.

HVA 1050 – **Tools Equipment and Shop Practices** – This course is an in-depth study of the tools that will be used in the Heating, Ventilation, Air Conditioning and Refrigeration.

HVA 1060 – **Electricity and Controls I** – This course covers the electrical theory such as Ohms Law as applied to series and parallel circuits and motor types and usages and theory of magnetism. An introduction to basic forms of circuit schematics and circuit characteristics/symbols will be discussed as it applies to DC and AC circuits in the HVAC/R industry.

HVA 1070 – **Installation** – This course will introduce the student to the different types of Air Conditioning systems and installation procedures.

HVA 1080 – **Green Awareness** – This course is to make students aware of the changes in HVAC/R industry to increase efficiencies in energy consumption and overall environmental protection.

HVA 1090 – **Employment Readiness Exam** – Third party test to measure the competency acquired by the student.

HVA 2010 – **Introduction to System Service** – This course will provide the student with the knowledge of removing and installing refrigerant to the proper levels that are needed for the most efficient operation.

HVA 2020 – **Basic Automatic Controls** – This course covers the recognition of the automatic controls and the function of each and how they are incorporated' with the unit.

HVA 2030 – **Motors** – This course covers single phase motors from shaded pole to PSC motors and also three phase motors.

HVA 2040 – **Domestic Appliances** – This course covers the function and components of the household refrigerator and freezer.

HVA 2050 – **EPA** – This course will introduce the student to the proper and safe method of handling refrigerants and prepare to take and pass the E.P.A. 608 exam.

HVA 2060 – **Employment Readiness Exam** – Third party test to measure the competency acquired by the student.

HVA 3010 – **Gas Electric and Heat** – This course will prepare the student to successfully repair and maintain gas, electric, hydronic and oil heating systems.

HVA 3020 – **Air Conditioning (Cooling) –** This course will explain the four factors, humidity, air cleanliness, air movement, and temperature that make up a comfortable atmosphere and how we can determine what they are. Exercises in psychometrics and an introduction to system design are also covered.

HVA 3030 – **Heat Pumps** – This course is to focus on the specific mechanical design and operation of heat pump systems.

HVA 3040 – **Carbon Monoxide** – This course will show the student the proper ways to vent the products of fossil fuel combustion, to prevent the dangers of carbon monoxide.

HVA 3050 – **All Weather System Exam** – Third party test to measure the competency acquired by the student.

HVA 4010 – **Electricity and Components II** –   This course is a study of worker characteristics that are required to be successful in the workplace.

HVA 4020 – **Commercial Refrigeration** – Advanced Automatic Controls, Direct Digital Controls (DDCs) and Pneumatics will be studied and their applications along with the National Electric Code Standards.

HVA 4030 – **Employment Readiness Exam** –   This course covers basic construction and functions of components in light commercial refrigeration units.

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 sytems.

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

Course Descriptions

INE 0001-0004 – **Worker Characteristics** – 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 electricity program and safety standards. It covers classroom and shop safety, the policies of the program, and expectancies of the program.

INE 1020 – **Basic Principles and Meters** – Fundamentals, theories, and concepts taught at the entry level. The key feature is the relationship between certain aspects of electricity and how to measure them using a meter.

INE 1030 – **Basic Electronics –** This course covers simple electrical circuit components and electronic circuitry.

INE 1040 – **National Electrical Code I –** This course covers parts of the National Electrical Code (NEC) to provide a comprehensive grasp of electrical codes for residential wiring and installations.

INE 1050 – **Wiring –** This course covers general wiring methods and requirements for various installations. The topics include electrical wiring fundamentals, practices, methods, and proper tools for the task to be performed.

INE 2010 – **National Electric Code II –** This course covers all electrical codes for calculating various loads, sizing, and fill calculations.

INE 2020 – **Motors and Transformers** – This course covers the fundamentals and operating principles of AC electric motors, circuits, coils, and capacitors. You will receive training on how to read electrical diagrams, electrical troubleshooting, and maintaining electric motors.

INE 2030 – **Motor Control and Timers I** – This course covers the fundamental concepts of electrical controls of motors, control devices, installation, and selection of various components.

INE 3010 – **Motor Control and Timers II** –This course covers fundamental concepts of electrical controls for motors, contactors, relays, and integrated circuits.

INE 3020 – **Installation Guidelines I** – This course covers installation guidelines and requirements for special purpose provisions, dishwashers, food disposals, bathrooms, attics, and low voltage 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

The Industrial Maintenance Technician program is designed to help meet the identified need for trained and skilled maintenance technicians. Incorporating classroom instruction and shop learning experience utilizing actual equipment and/or related training devices, the IMT program is designed in its entirely for the technology student who is preparing for a career in industry. Students will select two of the four elective programs of study in which they will spend one trimester (432 hours) per elective.

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
Shielded Metal Arc Welder...1296 hours

Course Descriptions

IMT 0001-0004 – **Worker Characteristics** – 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, enhance communication skills, and will be encouraged to become independent thinkers.

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

IMT 1040 – **Print Reading for Electrical System** – In this course 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. Student will also be given a thorough understanding of power transmission and mechanical operation.

IMT 3010 – **PLC/Robotics** – This course 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. Students will understand the robotics hardware, which include a six-axis robot and robot controllers.

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

IMT 3030 – **Machine Tool** – Students are given training to achieve the Industrial Maintenance Machinist 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 Shielded Metal Arc Welder 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

The Machine Tool Technology program is designed to provide the student with the ability to work as a machine tool operator, machinist, tool and die maker, industrial maintenance machinist and those in related occupations that require skill in machining metal with such machines as milling machines, lathes, grinders, drill presses, CNC machinery, EDM machinery including the ability to interpret part prints and use precision measuring tools.

PROGRAM AWARDS & LENGTHS

Diplomas

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

Certificates

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

Course Descriptions

MTT 0001-0004 – **Worker Characteristics** – Throughout the trimester students will be taught and graded on work ethics topics. The topic to be covered are: attendance, appearance, character, teamwork, attitude, productivity/safety, organizational skills, communication, cooperation, and respect.

MTT 1010 – **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. Students complete an assessment test to determine their present skill level math, reading, locating information and writing. Individuals with identified deficiencies in these areas are scheduled to attend Technology Foundations to correct these deficiencies. When students achieve the designated skill level, they will exit from Technology Foundations.

MTT 1020 – **Orientation & Practical Safety** – Orientation and Practical Safety provides basic instruction in the normal class routine and basic safety practices through reading assignments, testing, practical application, demonstration, and lectures.

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** – Engineering Drawings 1 introduces the basics of a part print which describes what machine operations are to be performed to make a part or an assembly for use in machinery or in manufacturing through reading assignments, testing, practical application, demonstration, and lectures.

MTT 1050 – **Shop Theory I** – Shop Theory 1 provides instruction in reading precision measuring equipment used for verification of part compliance in the machine shop through reading assignments, testing, practical application, demonstration, and lectures.

MTT 1060 – **Benchwork and Manual Machine Tool** – Benchwork and Manual Machine Tools provides instruction in the order of operations, machine set-up, and operation of machinery necessary to successfully

complete a job in the machine shop through reading assignments, testing, demonstration, and practical application.

MTT 2010 – **Math Concepts II**- Math Concepts 2 provides instruction in an advanced level of applied shop mathematics that is focused on algebraic, geometric, and trigonometric operations in the machine shop through reading assignments, testing, practical application, demonstrations, and lectures.

MTT 2020 – **Engineering Drawings II/CAD**- Engineering Drawing 2 provides instruction in Computer Aid Drafting and Solid Modeling through reading assignments, practical application, testing, demonstration, and lectures.

MTT 2030 – **Shop Theory II**- Shop Theory 2 provides instruction in shop safety, machine maintenance, shop tooling, basic machine set-ups and machine limitations through reading assignments, testing, practical application, demonstration, and lectures.

MTT 2040 – **Manual Lathe**- Manual Lathe provides instruction in Basic Set-up and Operation of manual turning equipment and appurtenant attachments through reading assignments, testing, demonstration, practical application, and lectures.

MTT 2050 – **Manual Milling Machine**- Manual Milling Machines provides instruction in basic set-up and operation of Manual Milling Machines and appurtenant attachments through reading assignments, testing, demonstrations, practical application, and lectures.

MTT 2060 – **Grinding and Abrasive Machines**- Grinding and Abrasive Machines provides instruction in metal removal with abrasives, tool and cutter grinding, surface grinding, and other off-hand grinding operations through reading assignments, testing, practical application, demonstration and lectures.

MTT 2070 – **Manufacturing Material and Processes**- Manufacturing Materials and Processing provides instruction in the chemical and strength properties of metals and other materials used in the machine shop to produce parts for machinery and manufacturing along with certain practices involved with the machining process through reading assignments, testing, practical application, demonstrations and lectures.

MTT 2080 – **Introduction to Computer Numerical Control**- Introduction to Computer Numerical Control provides instruction in Computer Numerical Control programming, operation and setup of vertical, horizontal, and turning centers through reading assignments, testing, practical application, demonstrations and lectures.

MTT 3010 – **Engineering Drawings III/CAM**- Engineering Drawings 3 provides instruction in the use of Computer Aided Manufacturing and the application to Computer Numerical Control Machining through reading assignments, testing, practical application, demonstrations and lectures.

MTT 3020 – **Shop Theory III**- Shop Theory 3 provides instruction in safe operation of equipment and normal safety practices in the machine shop as well as reverse engineering for reproduction of parts, use of the Cartesian coordinate system, and an introduction to CNC machining through reading assignments, testing, practical application, demonstrations and lectures.

MTT 3030 – **Precision Grinding**- Precision Grinding provides instruction in safe and productive use of surface grinders and appurtenant attachments, O.D. I.D. grinders and appurtenant attachments, and tool and cutter grinders and appurtenant attachments through reading assignments, testing, practical application, demonstrations, and lectures.

MTT 3040 – **Computer Numerical Control Machining**- Computer Numerical Control Machining provides instruction in CNC machining operations, tooling systems, programming, measuring, and inspection of parts produced on CNC equipment through reading assignments, testing, practical application, demonstrations, and lectures.

MTT4010 – **Employability Skills**- The purpose of the Employability Skills program is to prepare students to find and secure employment. Topics covered include job search, networking, resumes, cover letters, and interview skills.

MTT 4020 – **Introduction to Additive Manufacturing**- Introduction to Additive Manufacturing provides instruction in the concepts and usage of 3D printing in the machine shop through reading assignments, testing, practical application, demonstrations and lectures.

MTT 4030 – **Shop Theory IV**- Shop Theory 4 provides instruction in shop safety, vises, chucks and other tool and part holding devices, using Computer Aided Manufacturing, selecting tooling to fit the needs of the job, and instruction in the order by which a part or assembly must be produced through reading assignments, testing, practical application, demonstrations, and lectures.

MTT 4040 – **CNC Turning Center**- CNC Turning Center Provides instruction in Programming, Set-up, and Operation of Computer Numerical Turning Centers through reading assignments, testing, demonstrations, practical application, and lectures.

MTT 4050 – **CNC Machining Center**- CNC Machining Center provides instruction in Programming, Setup, and Operation of Computer Numerical Control machining centers through reading assignments, testing, demonstrations, practical application, and lectures.

MTT 4060 – **Electrical Discharge Machining**- Electrical Discharge Machining provides instruction in Programming, Setup, and Operation of CNC Electrical Discharge Machines through reading assignments, testing, demonstrations, practical application, and lectures.

PRACTICAL NURSING

The Practical Nursing Program is a 1296 clock hour diploma program, which consists of a combination of classroom, laboratory and clinical experiences. These experiences expose the student to the wide variety of tasks and responsibilities required of today's practical nurse.

Upon completion of the program the student is prepared to take the State Board of Nursing Exam, and may upon passing become a Licensed Practical Nurse. Graduates 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. See Admissions for specific information.

This program is delivered in both the Traditional Classroom mode and combo of Traditional Classroom and Hybrid Online mode. Both programs are 1296 hours total with same courses. The traditional program is delivered in 44 weeks or 12 months. The hybrid program is part-time and based on 16 months for completion. Students are enrolled in only one program and may not transfer between programs.

PROGRAM AWARDS & LENGTHS

Diplomas

Practical Nursing...1296 hours

Course Descriptions

LPN 0001-0003 – **Worker Characteristics** – The goal of the 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.

LPN 1010 – **Basic Nursing includes Vocational Relations, Nutrition and Geriatrics** – This course begins with the study of human behavior, with emphasis placed on the practical nurse's functions, ethical/legal rights and responsibilities as a health care provider. The study of basic nutrition and how it relates to patient care situations. The need to understand therapeutic diets related to disease process. Geriatric nursing introduces cultural diversity, legal/ethical considerations, and the communication process to provide holistic care to the geriatric client.

LNP 1020 – **Fundamental Nursing principles and skills** – 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/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 be provided.

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 body systems will be discussed.

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

LPN – 2010 – **Pharmacology** I– 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 medications 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** – Medical-surgical Nursing will provide the student with theory related to med-surge 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 interrelationship's in the family unit from conception through prenatal, ante-partum and post-partum care.

LPN 2050 – **Clinical II** – **Med-surge rotation clinical** – This course will provide the student with the ability to provide safe nursing care to medical surgical disease affected 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, fundamental skills. Each medication discussed and administered will be turned in on a drug card during the medical surgical clinical rotation.

LPN 3010 – **Clinical III Competencies –** The student will demonstrate competencies related to safe and effective nursing care of the pediatric client as well as medical-surgical clients. Student nurse 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/ethical roles and responsibilities of the practical nurse functioning within the health care team using the nurse practice act 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 II** – 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.

LPN 3050 – **Medical/Surgical Nursing II** – Medical surgical nursing will provide the student with the knowledge to safely care for a patient with medical-surgical conditions affecting the adult client. The concept of total patient care will be emphasized throughout this course. Medications will be discussed and drug cards completed for each drug discussed.

WELDING TECHNOLOGY

 Students will learn to perform entry level proficiency in shielded metal arc, gas metal arc, flux core arc and gas tungsten arc welding. Materials to be joined include carbon steel, stainless steel and aluminum. The students will be using sheet, plate and pipe, incorporating both fillet and groove weldments in the 1F-2F and 1G-4G positions for sheet/plate, as well as both 2G & 6G positons for pipe. AWS, ASME and API qualification/certification paths are available for those that chose to pursue those options.   Students will attain the needed knowledge of skills and theory to obtain entry level job performance in the welding/cutting industry.

PROGRAM AWARDS & LENGTHS

Diplomas

Welder..1296 hours

Certificates

Shielded Metal Arc Welder... 432 hours
Gas Metal Arc Welder.. 864 hours
Gas Tungsten Arc Welder ....1296 hours

Course Descriptions

WEL 0001-0003 – **Worker Characteristics** – The goal of the 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** – The goal of Technology Foundations is to provide general education in reading comprehension, applied mathematics and mechanical aptitude.

WEL 1020 – **Shop Orientation and Safety** – The goal of this course it to provide knowledge of fundamental safety practices for the welding/cutting industries.

WEL 1030 – **Cutting Processes** – The goal of this course is to gain knowledge of cutting theory and practices of Oxy-Fuel and handheld Plasma-Arc cutting. This is accomplished through related bookwork, hands-on instruction and work based competencies.

WEL 1040 – **Basic Shielded Metal Arc Welding** – The Goal of this course is the introduction of Shielded Metal Arc Welding related theory and practices for the joining and padding of carbon steel plate. Fillet and groove welds are performed in the Flat and Horizontal positions, using various electrodes and graded using AWS D1.1 criteria for visual testing.

WEL 1050 – **Basic Gas Metal Arc Welding** – The goal of this course is the continuation of Shielded Metal Arc Welding related theory and practices for the joining of carbon steel plate and the addition of carbon steel pipe. Fillet and groove welds are performed in the Vertical and Overhead positions, using various electrodes, carbon steel pipe welds are performed in the 2G and 6G positions. Grading and testing is in conformance with AWS D1.1 criteria for visual testing, and AWS B2.1 Criteria for destructive testing using Guided Bend and Fillet Break Tests.

WEL 2010 – **Blue Print Theory** – The goal of this course is to gain knowledge and interpretation of the various lines, points of origin and layout of technical drawings.

WEL 2020 – **Basic Gas Tungsten Arc Welding** – The goal of this course is the introduction of Gas Tungsten Arc Welding related theory and practices for the joining of carbon steel plate. Fillet and groove welds are performed in the Flat and Horizontal positions, using various electrodes and graded by AWS D1.1 criteria for visual testing.

WEL 2030 – **Advanced Shielded Metal Arc Welding** – The goal of this course is the introduction of Gas Metal Arc Welding related theory and practices for the joining of carbon steel plate. Fillet and groove welds are performed in the Flat and Horizontal positions, using various electrodes and graded by AWS D1.1 criteria for visual testing.

WEL 2040 **Advanced Gas Metal Arc Welding –** The goal of this course is the continuation of Gas Metal Arc Welding related theory and practices for the joining of carbon steel plate. This course adds the FCAW (Dual-shield Fuxcore) process, and GMAW Axial-Spray transfer to join carbon plate steel in the Flat position. GMAW-S (Short Circuit Transfer MIG) fillet and groove welds are performed in the Vertical and Overhead positions. Weld soundness is accessed and graded by AWS D1.1 criteria for visual testing, and AWS B2.1 Criteria for destructive testing using Guided Bend and Fillet Break Tests *** Aluminum GMAW is also introduced in the Flat and Horizontal positions***

WEL 3010 – **Blue Print Reading –** The goal of this course is a continuation of interpretation and application of the various lines, points of origin and layout of technical drawings. Using blueprints to lay-out and form accurate weldments, and the introduction to welding symbol meaning.

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.

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 skills to reach career goals. The Technology Foundations program will provide supplemental skill training necessary for students to reach their fullest potential in the workplace. Services provided to students include the following:

- Student Assessment: ACT WorkKeys® – the assessments measure foundational skills required for success in the workplace and help measure the workplace skills that can affect job performance.

- Developmental Studies: Applied Math, Graphic Literacy, and Workplace Documents from ACT WorkKeys® gives the student the potential to earn the National Career Readiness Certificate™ (NCRC)

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 CHARACTERISTICS

Throughout each trimester, students will be taught and graded on work ethics topics. The topics to be covered are: attendance, appearance, character, teamwork, attitude, productivity/safety, organizational skills, communication, cooperation, and respect. Business and industry leaders have identified essential worker characteristics that should be taught and practiced in order to develop a viable and effective workforce.

This course has been built into each curriculum.

Three primary results of the Worker Characteristics Course make it a winning proposition for all concerned:

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.

ORIENTATION AND SAFETY

In the first trimester, students will be taught orientation and safety providing basic instruction in the normal class routine for their program. The course will include basic safety practices for the class. Teaching will encompass a variety of methods.

EMPLOYEE DIRECTORY

<u>Administration and Student Services</u>

Milligan, Stephen (2015)
President
Ed.S., Middle Tennessee State University
M.B.A., University of North Alabama
B.S., University of North Alabama

Harris, Brian (2012)
Interim Vice President
Ed.S., Middle Tennessee State University
M.Ed., Middle Tennessee State University
B.S., University of Tennessee at Martin

Johnson, Cherry (2016)
Student Services Coordinator/
  Financial Aid Administrator
M.A.E., Bethel College
B. S., Middle Tennessee State University

Brian Nolen (2018)
Student Services
College Access and Success Coordinator
Dual Enrollment & K - 12
B. S. Ed, University of Tennessee Martin

<u>Clerical Support</u>

McLain, Benice (2013)
Financial Support Associate, Business Office
Accounts Receivable primary
B.U.S., University of Tennessee at Martin

Stephens, Celena (2000)
Financial Support Associate, Business Office
Accounts Payable primary
A.A.S., Jackson State Community College
General Secretarial Diploma, TCAT Crump

Vineyard, Estella (2012)
Student Services, Academic & Student Support Associate
Financial Aid Specialist
Assist Records & Admissions
A.S., Burton Community College

Floyd, Christi (2017)
Administrative Support
President's Office
B.S., University of North Alabama, Business Administration

<u>Full-Time Faculty</u>

Alvarado, Gabriel (2019)
Instructor – Computer Information Systems & Computer Information Technology
Computer Information Technology & Computer Information Systems, Diploma, TCAT Crump

Bell, Chris (2006)
Instructor –Industrial Maintenance Technology
B.S E.E., Mississippi State University
TN Registered Engineer (inactive license)

Cantrell, Natalie (2019)
Practical Nursing – Hybrid Instructor
B.S.N., University of North Alabama

Cherry, Brent (2019)
Instructor –Farming Operations Technology
B.S., University of Tennessee at Martin
University Studies in Engineering

Dunavant, Adam (2018)
Instructor – Heating, Ventilation, Air Conditioning and Refrigeration
HVAC and Refrigeration Technician Diploma, Tennessee College of Applied Technology Crump

Gean, Scotty (2014)
Instructor – Industrial Electricity and Industrial Maintenance Technology
Electrician Diploma, Tennessee College of Applied Technology Crump
TN – Limited Licensed Electrician

Gibbs, Derick (2018)
Instructor – Welding Technology
Welding, Tennessee College of Applied Technology Jackson
Combination Welder Diploma

Keesha Klinch
Instructor – Administrative Office Technology
B. S., University of Memphis
Business Administration Management
A.A.S., Jackson State Community College
Business Administration

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

Jenkins, Teena (2016)
Instructor – Practical Nursing
A.S.N., Union University
Registered Nurse

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

Knight, Chiquita (2018)
Instructor – Health Information Management Technology
Tennessee Career College, Nashville, TN
Medical Billing and Coding Certificate

Taylor, Jr., Lonzo (2018)
Instructor – Electrical & Plumbing Construction Technology
Construction Electrician, Tennessee College of Applied Technology Crump
TN – Limited Licensed Electrician

Waldrop, Darryl (2016)
Instructor –Welding Technology
Combination Welder Diploma, Tennessee College of Applied Technology Crump

Wyatt, Regina (1994)
Instructor – Drafting & CAD Technology and Computerized Graphic Design
A.A.S. Jackson State Community College
Mechanical Drafter Diploma, Tennessee College of Applied Technology Crump
ADDA Certified Drafter

<u>**Part-Time Faculty**</u>

Bailey, David (2014)
Adjunct Instructor – Welding Technology
Hardin County High School, 1973
Welder Helper Certificate, TCAT Crump, 2015

McCoy, Tyson (2020)
Adjunct Instructor – Welding Technology
E/10H High School, Modesto, CA
Welder Diploma, TCAT Crump, 2019

McKinnon, Anna (2016)
Adjunct Instructor – Practical Nursing
B.S.N. – University of North Alabama
A.S. – Columbia State Community College
Registered Nurse

Williams, Nathan (2019)
Adjunct Instructor – Industrial Maintenance
Electrician Helper Certificate
TCAT Crump, 2016

<u>Additional Policies</u>

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 .

<div align="center">Guideline No. TCAT-010</div>

<u>**Instructional Projects at Colleges of Applied Technology**</u>

The purpose of this guideline is to establish uniform provisions for instructional projects at the Tennessee Technology Colleges (TCATs). Each TCAT shall administer instructional projects in accordance with the following provisions. Exceptions to the guideline are subject to prior approval by the Chancellor.

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 President 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 President 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 Presidents Meeting; May 21, 2002 Presidents Sub-Council Meeting.

Guideline No. TCAT-080

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.

1. 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. Cancelation 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 no 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 1:03:02:60
Freedom of Speech and Expression

Policy Area

Governance, Organization, and General Policies
Applicable Divisions
TCATs, Community Colleges
Purpose
This policy reflects the commitment of the Board of Regents and the institutions it governs to freedom of speech and expression for all students and all faculty.

Definitions

- **Constitutional time, place, and manner restrictions** means restrictions on the time, place, and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution that are reasonable, content- and viewpoint-neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or message to its intended audience
- **Faculty** or **faculty member** means any person, whether or not the person is compensated by a public institution of higher education, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this part, the term "faculty" shall include tenured and no"-tenure" professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this part, the term "faculty" shall not include persons whose primary responsibilities are administrative or managerial.
- **Free speech** means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution, verbal or written,

including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. "Free speech" does not include the promotion, sale or distribution of any product or service.

- **Institution** means an institution governed by the Tennessee Board of Regents.
- **Student** means:
  - I.   An individual currently enrolled in a course of study at the institution; and
  - II.   An organization that is comprised entirely of individuals currently enrolled in a course of study at the institution.

Policy

I.   General Principles

    A.   Students have a fundamental constitutional right to free speech.

    B.   An institution shall be committed to giving students the broadest possible latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to constitutional time, place, and manner restrictions.

    C.   An institution shall be committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

    D.   It is for an institution's individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.

    E.   It is not the proper role of an institution to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

    F.   Although an institution should greatly value civility and mutual respect, concerns about civility and mutual respect shall never be used by an institution as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.

    G.   Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on the institution's campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, an institution has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.

    H.   Through shared governance with its faculty, an institution may determine for itself on academic grounds who may teach, what may be taught, how it may be taught and graded, and who may be admitted to the institution as a student.

    I.   An institution shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.

    J.   The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

    K.   Although faculty are free in the classroom to discuss subjects within areas of their competence, faculty shall be cautious in expressing personal views in the classroom and shall be careful not to introduce controversial matters that have no relationship to the subject taught, and especially matters in which they have no special competence or training and in which, therefore, faculty's views cannot claim the authority ac'orded statements they make about subjects within areas of their competence; provided, that no faculty will face adverse employment action for classroom speech, unless it is not

reasonably germane to the subject matter of the class as broadly construed, and comprises a substantial portion of classroom instruction.

L. An institution shall maintain the generally accessible, open, outdoor areas of its campus as traditional public forums for free speech by students. This does not mean that those areas must be equally available to non- students.

M. An institution shall not confine students' free speech to certain areas of the campus, sometimes known as "free speech zones," or otherwise create policies implying that students' free speech is restricted to particular areas of campus.

N. An institution shall not deny student activity fee funding to a student organization based on the viewpoints that the student organization advocates.

O. An institution shall not establish permitting requirements that prohibit spontaneous outdoor assemblies or outdoor distribution of literature, although an institution may maintain a policy that grants members of the college or university community the right to reserve certain outdoor spaces in advance.

P. An institution shall not charge students security fees based on the content of their speech, the content of the speech of guest speakers invited by students, or the anticipated reaction or opposition of listeners to speech.

Q. An institution shall allow all students and all faculty to invite guest speakers to campus to engage in free speech regardless of the views of guest speakers.

R. An institution shall not dis-invite a speaker invited by a student, student organization, or faculty member because the speaker's anticipated speech may be considered offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed by students, faculty, administrators, government officials, or members of the public.

S. Students do not have the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.

T. An institution is not required to fund costs associated with student speech or expression.

II. Publication of Policy

A. This policy shall be:
1. Published annually in the institution's student handbook and faculty handbook, whether paper or electronic;
2. Made available to students and faculty by way of a prominent notice on the institution's internet site other than through the electronic publication of the policy in the student handbook and faculty handbook;
3. Sent annually to students and employees to their institutionally-provided email address; and
4. Addressed by the institution in orientation programs for new students and new faculty.

III. Institution Policies

A. Institutions may adopt institution policies that include measures that do not violate the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution such as:
1. Constitutional time, place, and manner restrictions on assemblies, speech and expression;
2. Reasonable and viewpoint-neutral restrictions in nonpublic forums;
3. Restricting the use of the institution's property to protect the free speech rights of students and faculty and preserve the use of the property for the advancement of the institution's mission;
4. Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution; or
5. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by faculty.

B. No later than March 30, 2018, all institutions shall adopt a policy on student-on-student harassment defining the term consistent with and no more expansively than the following definition:

1. **Student on student harassment** means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law and that is so sever, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit.

C. Each institution shall consult the TBR Office of General Counsel when drafting its policies on this subject and obtain its approval prior to implementing such policies.

Sources

Statutes: T.C.A. § 49-7-24 *The Campus Free Speech Protection Act*

NEW policy approved at Board Meeting; Dec. 14, 2017.

FINANCIAL AID HANDBOOK
ADDENDUM A

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 at www.fafsa.ed.gov .

The financial aid contact for TCAT Crump Cherry Johnson, Student Services Coordinator/Financial Aid Administrator.

Financial Aid Eligibility
All interested students are urged to apply for financial assistance. 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:
- You are enrolled as a regular student in an eligible program.
- You are a U.S. citizen/national or an eligible non-citizen.
- You are making satisfactory academic progress in your course of study and meeting attendance standards.
- 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.
- You are registered with the Selective Service if you are required to register.
- 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.
- 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)
- Have a high college diploma or equivalent.

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 FASFA via the internet at 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 online.
- Be accepted for admission to TCAT Crump.

Application Deadlines and Available Financial Aid Programs
Students are encouraged to complete the FAFSA application as soon after October 1st as possible.

Verification
Applications are randomly selected by the Department of Education for verification or by the school if discrepancies appear on the FAFSA Student Aid Report. Students may be asked to verify income, federal income tax paid, household size, number of family members enrolled at least part-time in post-secondary education, child support paid or received and certain untaxed income and benefits received. Other information or documentation might also be required as deemed necessary by the Financial Aid Office. If the applicant is selected for verification by the Department of Education it is his/her responsibility to provide requested information or documentation in order to be eligible to receive Title IV financial aid funds. Verification must also be completed to be eligible for the Wilder-Naifeh Technical Skills Grant. The institution will notify the application of the requirements through written and /or verbal communications. Applicants must provide the requested information or document no later than 3 months from the date of the verification letter. The institution will not disburse any funds for an applicant who fails to provide the requested information or documentation within the specified time period. When all the necessary verification documents are received, the information is compared with the ISIR. Any corrections are submitted by the school using FAA (Financial Aid Administrator) Access to CPS (Central Processing Service) online.

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.

FEDERAL

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

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 $ $100.00 to $200 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.

STATE -

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 state WNTSG for subsequent terms.

> Fall term deadline- November 1st
> Spring term deadline – March 1st
> Summer term deadline- June 1st

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

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

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 150.00% timeframe requirement.

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

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

Denial of a Change in Status request

Denial of a Leave of Absence request

Denial of Reinstatement of eligibility after a change in grade

Denial of Reinstatement of eligibility after the grade for an incomplete course is reported.

The IRP members will be designated by the college President or Vice President 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 Assistant Award- Prior-year state recipients (renewals) will receive the state award if they meet all eligibility requirements and complete the FAFSA on or before state established date (usually January 17). After priority date, remaining TSAA funds will be awarded to the neediest applicants who apply by priority date based on the availability of funds. Awards are made until funds are depleted.

Tennessee Promise and TCAT Reconnect

Both are state grant programs, one for graduating high school students and one for adult learners, that awards students as a last dollar scholarship. Both programs are designed to cover mandatory tuition and fees not including special academic fees or books.

Scholarships

Some students may qualify for scholarships from a variety of sources including institutional, donors, civic groups, SkillsUSA, access and diversity,

Appeals Process and Guidelines

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

Veterans Assistance And Other 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 servicemember, veteran, or reservist you must be familiar with if you must verify your attendance at the end of each month or not. 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.

Federal And State Financial Aid Disbursement

Satisfactory Progress For Financial Aid
A.   **To make satisfactory progress a student must:**
1.   Complete 67% 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 completions 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 *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),* 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.* The student establishes a new maximum timeframe based on the new program length. Hours and grades from the previous program are not included when evaluating SAP for the new program.
* Note: SAP must be evaluated at the point of reentry regardless of the length of time between enrollments. If the student's previous hours plus the number of hours required to complete the program is greater than the maximum number of hours, then the student is not eligible for Title IV aid.
    For example – A student enrolls in Welding (1296 hour program) and completes 700 hours. Student returns 2 years later. Instructor requires student to retake entire program. Student could not complete the program in 150% (1944 hours) as 1296 +700 = 1996 hours. Therefore, this student would not be eligible for Title IV aid upon re-entry.
H.   **Maximum Time Frame** (this is for maximum timeframe only, cannot pay more than 100% of the student's program length)

Students may continue to receive Title IV Financial Aid and State Aid at the pace of 67% or greater until they have been enrolled 150% of their scheduled hours.
For example: A full-time student enrolled in a 1296 hours (12 months) program progressing at a rate of 67% may take 1944 hours (18 months) to successfully complete the 1296 hours.
A student may receive aid while enrolled in a program, up to the point you determine the student cannot complete the program within 150% (our maximum timeframe for SAP). The student fails SAP for maximum timeframe at the evaluation point where they can no longer graduate within the maximum timeframe – not at the point where they actually hit the number of hours or weeks that make up the maximum timeframe (this point is actually earlier than the actual maximum timeframe).

If the student's previous hours + the number of hours required to complete the program is greater than the maximum number of hours, then the student is not eligible for Title IV aid.
For example – A student enrolls in Welding (1296 hour program) and completes 700 hours. The student returns two (2) years later, and the instructor requires the student to retake the entire program. The student could not complete the program in 150% (1944 hours) as 1296 +700 = 1996 hours. Therefore, this student would not be eligible for Title IV aid upon re-entry.

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
This only applies to Wilder-Naifeh Technical Skills Grant funds. 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/Financial Aid Administrator 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.

Return of Title IV

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: Pell Grant & 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

Initial amount of Title Grant for student to return:
Subtract amount from Step 7 from the amount in Step 6.
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%
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 to:
Pell Grant
FSEOG

Repayment Of Title IV Funds By The Student To The Department Of Education
Within 45 days of notice, the student must make full payment of the amount owed 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 TBR Refund Policy
The TBR maintenance fee refund policy is calculated first then the federal R2T4 calculation and any refund to state aid programs. Then, 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 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 Office.

Students may inquire about eligibility for the new TBR Promise to Pay program if they have a debt balance to the institution and wish to enroll in another TBR institution by contacting the Student Services Coordinator.

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.
€ 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.
€ 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.
€ Know and comply with any deadlines for applying or reapplying for aid.
(d) Provide all additional documentation, verification, corrections and/or new information requested.
€ 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.
The Financial Aid Office is located in Student Services and may be reached at (731)632-3393 or finaid@tcatcrump.edu

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

Instructional Service Center
Tennessee College of Applied Technology - Crump
Clifton Instructional Service Center
795 Main Street
Clifton, TN 38425
Phone (931) 676-3397

Instructional Service Center
Tennessee College of Applied Technology - Crump -
Henderson-Instructional Service Center
552 East Main Street
Henderson, TN 38340
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For General Information

https://tcatcrump.edu/

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