



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

CRUMP

Career and Technical Education | High Skill, High Wage, High Demand Careers

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## Student Handbook / Catalog

2016 – 2017



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**PO Box 89, 3070 Highway 64 | Crump, Tennessee 38327**  
**Phone: 731.632.3393 | Fax 731.632.3018 | [www.TCATCrump.edu](http://www.TCATCrump.edu)**

AA/EEO Institution  
TBI Campus Crime Report, page 38

# **Student Handbook/Catalog**

**2016 - 2017**

## **Main Campus**

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

## **Instructional Service Center**

Henderson-Chester County Technology Center  
1449 White Avenue  
Henderson, TN 38340  
Phone (731) 989-0095

Revised 12/31/2016



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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CRUMP

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

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

Best wishes,

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

Stephen Milligan, Director

## TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CRUMP

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

### Governing Board

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

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

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

### 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  
(770) 396-3898  
[www.Council.org](http://www.Council.org)

The college is approved by the State approving Agency for Veteran's Education for veterans to attend and receive VA educational benefits.

The State Board of Nursing has approved the Crump site for the LPN 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 certified by HVAC Excellence.

The Drafting program is certified by the American Design Drafting Association (ADDA).

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

## POLICY STATEMENT

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

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

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

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

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

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## ACADEMIC CALENDAR

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

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

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

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

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

432 hours = 1 trimester

864 hours = 2 trimesters

1296 hours = 3 trimesters

1728 hours = 4 trimesters

2160 hours = 5 trimesters

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

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

## HISTORY

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The Tennessee Colleges of Applied Technology (formerly Tennessee Technology Centers and State Area Vocational-Technical Schools) were established as a statewide system by the enactment of the legislature during the 1963 General Assembly and 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 center 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 school's mission and due to training becoming more technical. This followed a name change in 1994 when the Tennessee legislature passed legislation changing the school'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 1992. The school 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 and a special industrial training lab. In 1991, an additional building totaling 7,751 sq. ft. was completed which provides space for two 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 County ISC. This program began enrolling students on January 3, 2012.

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

### 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 technology colleges, 26 of them (all except Chattanooga) are freestanding institutions. Tennessee Colleges of Applied Technology (TCATs) are the state's premier providers of workforce development. The 27 TCATs and their 818 employees provide state-of-the-art technical training for workers to obtain the technical skills and professional training necessary for advancement in today's competitive job market. Through their workforce development mission, the 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.

### Statewide Mission

The Tennessee Colleges of Applied Technology continue to serve as the premier providers for workforce development throughout the State of Tennessee. The colleges fulfill the mission by:

- Providing competency-based training through traditional and distance learning instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economical and accessible to all residents of Tennessee, thereby contributing to the economic and community development of the communities we serve.

Revised: July 1, 2013

### TCAT Crump Purpose

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

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

1. Full-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. These programs are offered on a six-hour per day basis. The length of programs can vary depending upon the requirements of the occupation.
2. Part-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. The part-time preparatory program is offered on less than full-time basis. Length of training ranges from a few months to four years depending upon the entrance requirements of the occupation. Part-time is classified as any hours less than 30 per week.
3. Supplemental programs are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary for present employment or to acquire new skills

and knowledge for a higher level of employment. The length of supplementary courses varies from two to several weeks. Content of the courses is determined by the specific needs of the members of the class. Time and frequency of meetings are arranged according to the convenience of the group for which the class is organized.

4. Special Industry and Public Service programs are offered to business and industry upon their request. These classes can be conducted in the school or place of employment of the class members. Specialized and intensified courses to meet specific requirements of industry may be offered when the need arises.

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

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## ADMISSIONS

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

### General Admission Policy

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

1. The applicant must declare an occupational objective and or demonstrate through testing or counseling reasonable potential for achieving that objective.
2. Interview with the program instructor, with exception of Practical Nursing.
3. Complete an application for enrollment and file it with Student Services.
4. Provide TCAT Crump with copies of high school transcript/diploma, college transcript/degree, or GED scores (students enrolled after September 2, 2013).
5. Submit proof of immunization/vaccination: 1) MMR -Measles, Mumps, and Rubella, and, 2) Varicella (chickenpox) or meet an exemption.
6. The applicant is added to the interest list on the date the application and educational verification is received by the center.
7. Prospective students will be contacted to attend new student orientation.
8. Applicants failing to attend orientation who still desire to attend should contact Student Services to reactivate their application.

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

## Policy on Affirmative Action Title VI, Section 504 Americans Disabilities Act of 1990 Public Law 101-336

The Tennessee College of Applied Technology Crump is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, color, religion, national origin, age, disability or veteran status. Procedures for filing grievance concerning discrimination of any type are found in the Office of Student Services.

### 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. Men who are 26 years old and older are too old to register. Failure to register with the Selective Service is a felony. This information is required on the TCAT Crump enrollment application when applying for admission to the Center. Additional requirements can be found at: [www.sss.gov](http://www.sss.gov).

### Students with Disabilities

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

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

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

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

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

## Foreign Students

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

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

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

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

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

## Ability to Benefit

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

## Articulation

High school students who earn a regular or honors diploma and have successfully completed an approved technical area in high school may be granted up to 25% credit by demonstrating proficiency in the specific program area. To receive more information, please check with Student Services or visit <https://tcatcrump.edu/about/policies-and-guidelines>

## 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 not exceed 25% of the program of study.

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 Office, identifying any possible prior credits. The completed form will be submitted back to the Student Services Office, 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 school to evaluate credit for prior learning and experiences to be recommended. (The goal is to complete this by the end of the first week of enrollment. Realistically, transcript(s) and instructor availability with end of term paperwork may make this impossible.) Therefore, the student and instructor must evaluate and make recommendations by the student's 30th day of enrollment.

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

## Re-Admission Policy

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

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

The Director, in coordination with the Student Services Coordinator, may consider for re-admission an applicant who has been suspended. Criteria that will be considered in assessing candidacy for re-admission are as follows:

1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension;
2. Assessment of the likelihood that the re-admitted student may succeed in pursuing his/her training objective.

Probationary guidelines may be imposed based on the following violations:

**Attendance Violations:** Any student suspended for poor attendance must sit out one full trimester, but will be eligible to return the following trimester provided space is available. To re-enter, the student must complete and file an application for readmission, which is reviewed by the Readmission Committee.

**Unsatisfactory Progress:** A student suspended for unsatisfactory progress evaluation must sit out for

one trimester but will be eligible to return the following trimester provided space is available.

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

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

### Readmission from Suspension (Practical Nursing Only)

Any student who has been exited from the Jackson Regional Nursing Program, has an “84” average in each unit attempted plus a Level II ATI score in attempted units and “Satisfactory” clinical standing at the time of exit and desires re-admission 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. (Due to the structure of the Practical Nursing re-entry may not be possible for one full year). Any student not meeting the above criteria may reapply to the program and compete with the application pool for admission. Previous credit will NOT be considered.

Any student who has been suspended twice and/or suspended from the nursing program due to violation of attendance, academic/clinical performance will be denied re-admissions.

This policy extends to all individuals previously enrolled in practical nursing programs under the Tennessee Board of Regents jurisdiction. After a period of five years from the date of the second termination, an individual may apply to the nursing program and be given consideration for admission. Advanced/transfer credit for this admission will not be considered.

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

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## TUITION AND FEES

### Fee Assessment

Fees are assessed each term in accordance with an approved fee schedule for Tennessee College of Applied Technology. Maintenance Fees are based upon the number of clock hours the student is scheduled to attend for the term as outlined below. In addition to paying a Maintenance Fee each term, students must pay a Technology Access Fee and Student Activity Fee each term. Fees may be paid by cash, check, and money order, Discover, MasterCard, VISA or American Express. No two-party checks or partial payments accepted. Students must pay their fees before being admitted to class each term. All fees must be paid on registration day. \*Fees subject to change without notice. **Books, Supplies and Expenses** Students must provide the following as required by the area of training in which enrolled:

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

All materials, books, and supplies purchased from the bookstore by the student become the property

of the student and are non-refundable.

### Other Fees

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

<b>Tennessee Colleges of Applied Technology</b>				
<b>Fee Schedule</b>				
<b>Effective Fall Trimester, 2016</b>				
<b>TRIMESTER SCHEDULE</b>				
<b>TRI Hours</b>	<b>FY 16-17 Maintenance Fee</b>	<b>TRI SAF</b>	<b>TRI TAF</b>	<b>TRI TOTAL</b>
* 1 - 40	\$ 183.00	\$ 10.00	\$ 41.00	\$ 234.00
* 41-80	247.00	10.00	41.00	298.00
* 81-135	372.00	10.00	41.00	423.00
*136-217	631.00	10.00	67.00	708.00
218-340	1,019.00	10.00	67.00	1,096.00
341-432	1,139.00	10.00	67.00	1,216.00

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

#### Special Academic Fees:

<b>Truck Driving</b>	<b>\$ 300.00</b>	<b>Per trimester</b>
<b>Licensed Practical Nursing</b>	<b>\$ 100.00</b>	<b>Per trimester</b>
<b>Welding Technology</b>	<b>\$ 100.00</b>	<b>Per trimester</b>
<b>RODP CNA Lab Fee</b>	<b>\$ 75.00</b>	<b>Per trimester</b>

<b>Tennessee Colleges of Applied Technology</b>			
<b>Tennessee Colleges of Applied Technology</b>			
<b>RODP Fee Schedule</b>			
<b>Effective Fall Trimester, 2016</b>			
<b>TRIMESTER SCHEDULE</b>			
<b>TRI Hours</b>	<b>FY 16-17 Fee</b>	<b>35% RODP Fee</b>	<b>TRI TOTAL</b>
* 1 - 40	\$ 190.00	\$ 67.00	\$ 257.00
* 41-80	257.00	90.00	347.00
* 81-135	397.00	135.00	532.00
*136-217	631.00	221.00	852.00
218-340	1019.00	357.00	1,376.00
341-432	1,139.00	399.00	1,538.00

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

#### Special Academic Fees:

**RODP CNA Lab Fee \$75.00 per trimester**

## Maintenance Fees

- a. Full-time Programs – All Tennessee College of Applied Technology students, whether residents or non-residents, shall pay the current maximum maintenance fee as approved by the Tennessee Board of Regents. All 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 – Secondary students shall not be individually assessed fees. The TCAT will negotiate with each school district the appropriate fee for their students enrolling at the TCAT.
- d. Home School and Private School Students – Each student will be assessed the standard fee.
- 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 school's appropriate Grants and Contracts revenue account.
- f. Regents Online Degree Programs (RODP) - The Tennessee Board of Regents' (TBR) colleges, universities, and colleges of applied technology joined to offer the RODP opportunities to students. These students may choose to enroll and pursue post-secondary education in the offerings of certificates, diplomas, or degrees through RODP. Courses completed through RODP are entirely online and transferable among all participating institutions. Tennessee Colleges of Applied Technology offer online technical certificates and diplomas in cycles for limited programs. TCAT Crump may be designated by any student as a home school for technical purposes. For more information, call TCAT Crump or visit <http://www.rodop.org>.
- g. Other Students—For credit classes, a fee of \$60 per term (including maintenance fee and tech access fee) plus \$10 (Student Activity Fee) may be charged to persons with a permanent and total disability, and persons who will become 65 years of age or older during the academic term in which they begin classes and who are domiciled in Tennessee. This only applies to enrollment on a space-available basis. Fees may be discounted or considered as scholarships for full-time state employees, TBR employees, spouses and dependents as well as children of certified public school teachers. Before any student is counted as enrolled, the maintenance fee must be paid. Maintenance fees may not be waived unless extenuating circumstances according to TBR policy at the approval of the Director and Vice Chancellor. 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.
- h. Book Store Purchases—Beginning Fall Trimester, 2014, all Practical Nursing (PN) books will be available for purchase during registration and a two week period following. At the end of the two weeks, all PN surplus books will be returned to the publisher. Students wishing to purchase PN books after the return will be required to make the acquisition on their own.

## 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 day of registration each trimester.

## Fee Discounts

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

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

## Refund Policy

The college will automatically calculate and process a refund for any student that withdraws during the refund period. All refund checks are mailed directly to the student from the 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.

Title IV financial aid students (i.e. Pell, SEOG) may be subject to Return of Title IV refund policies. Wilder-Naifeh recipients are subject to institutional refund policies. There is **no** refund of technology access fees or RODP 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.

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

## REGISTRATION

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

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

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

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

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

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

## GRADING SYSTEM

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

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

### Grade Scale

A (93-100) Excellent

B (85-92) Above Average

C (77-84) Average

D (70-76) Below Average

F (0-69) Unacceptable

Students enrolled in the Practical Nursing program must maintain a satisfactory average of 80 for each unit of study. Due to the structure of the Practical Nursing program, any candidate for readmission may

not apply for readmission for 1 year from the date of exit.

**Grade Scale for Practical Nursing**

A (94-100) Excellent

B (87-93) Above Average

C (81-86) Average

D (75-80) Below Average

F (0-74) Unacceptable

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

## Grading and Progress Policy for All Programs (except Allied Health)

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

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

Theory grades (count for 30% of weighted GPA) for each course code are based on an average of tests taken. Students are permitted to retake failed exams in an attempt of earning a passing grade. The number of retakes are determined by each instructor and noted in the student syllabus. When a student has failed an exam, the grades (original and retakes) are to be averaged together and recorded. Students may retake any course code based on a 75% pace of progression policy. In other words, the student and instructor should be aware of the amount of time a student is spending on each course, that it not be detrimental to the overall time frame of the program. Students who have not completed a theory course at the end of a trimester will receive a "C" for "Continued" in SIMS, along with the grade earned for coursework submitted during that trimester.

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

Skill grades (count for 50% of weighted GPA) are based on the average of demonstrated skills and skill tests. Students are permitted to retake failed exams in an attempt of earning a passing grade. The number of retakes should be determined by each instructor and noted in the student syllabus. Students who have not completed a skill course at the end of a trimester will receive a "C" for "Continued" in SIMS, along with the grade earned for coursework submitted during that trimester. Skill grades, if applicable, will be placed in SIMS in individual course codes. Not all course codes have a skill test/grade associated with them.

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

Placement of worker characteristics grades (count for 20% of weighted GPA) will be recorded in a single SIMS course code that reflects worker characteristics/ethics for all subject areas in that trimester.

**Note on Grading:** Students must maintain a minimum cumulative average of 77 by the end of each trimester. A student not meeting the minimum cumulative average of 77 will be placed on

academic probation. If a student falls short of the 77 minimum cumulative grade at the mid-term, the student will have until the end of the term to bring up the grade. If the student is meeting the standard at mid-term and then falls short of the 77 at the end of a term, the student will be given until mid-term of the next trimester to bring up the grade. In the event a student does not meet the 77 cumulative standard at the proper time, the student will be placed on academic probation and asked to “sit out” for a period of time comparable to one full academic term (432 hour/72 instructional days). Instructors are to document a mid-term conference or grade with each student to make them aware of their progress or lack of progress (both grades and pace of progression) during each trimester for which the student is enrolled.

## Student Grading and Progress for Allied Health

Students will receive a theory grade at the end of each term. The practical nursing grading scale is based on recommendations made by the Practical Nursing Directors Council and differs from the scale used in other programs in the school. *Students must maintain a “C” average in all course work.* The practical nursing grading scale is:

\*A 94 – 100 \*B 87 – 93 \*C 81 – 86 \*D 75 – 80 \*F Below 75

Academically, grades of A, B, and C are considered satisfactory progress; grades of D or F are considered unsatisfactory progress. A student who receives an unsatisfactory academic grade at the end of the term or unit will be suspended 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.

Students must maintain a satisfactory average (81) for each unit of the curriculum. See Jackson Regional Practical Nursing Handbook, Addendum E, for explanation of unit grades (90 %) and ATI proctored testing (10%). Curriculum units include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Vocational relationships</li><li>• Basic Science and Anatomy</li><li>• Nutrition and Diet Therapy</li><li>• Nursing Principles and Skills</li><li>• Medical Surgical Nursing</li><li>• Pharmacology and Administration of Medications</li></ul> | <ul style="list-style-type: none"><li>• Psychiatric Nursing and Mental Health Concepts</li><li>• Maternal Child Nursing</li><li>• Pediatric Nursing</li><li>• Geriatric Nursing</li><li>• Advanced Vocational Relationships</li><li>• Basic IV Therapy</li></ul> |
|---|--|

If, at the completion of any of these units, a student has less than an 81 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 (no calculator or pre-printed conversion charts permitted) with a 100% prior to administering medications in the clinical setting. The Medications Calculations Test is a clinical **requirement** and **does not** affect the Pharmacology Unit average. Students not achieving 100% are dismissed from the program. Students have a maximum of **four (4)** attempts to pass.

## Practical Nursing Clinicals

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

## Student Files

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

## Student Record Confidentiality

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

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

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

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

All student records are kept confidential and may only be released by written consent of the student and/or court order.

Students may review personal records by making a written request to the Student Services Coordinator. Copies of records may be obtained by making a written request and identifying the item to be copied. The College will strive to comply with the student's request.

## Student Notification of Rights

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

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

A student has a right to inspect and review their education records by submitting a written request to the Student Records Clerk. Within 7 days of the request, the Student Records Clerk will notify the student of the date and time when the records can be inspected.

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

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 school officials with legitimate educational interests. A school 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 school has contracted services; a member of the school's governing board, or a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.

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

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

## Directory Information

As a matter of policy, TCAT Crump does ***not*** disclose directory information of any kind without the student's consent. "Directory information" means information contained in an education record of a student which would generally be considered harmful, or an invasion of privacy if disclosed. It includes such data as:

- Name
- Address
- Date of birth
- Telephone listing
- Course of study
- Dates of attendance

- Awards earned
- Most recent previous institution attended
- Other information of the type above specifically approved by the institution or school as acceptable directory information

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

## Transcript of Academic Record

A transcript of training completed will be prepared and supplied to students upon request. All requests for transcripts must be with a Transcript Release Form signed by the student and this release will expire when the request is finalized. The school 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 main office so that accurate records may be maintained.

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

## High School Transcripts and GED / HiSet Scores

High School Transcripts and GED / HiSet scores are required to be on file in the Student Services Office.

## Transcripts

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

## Transfer of Student Records to other Institutions

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

## Title VI Rights

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

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

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

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

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

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

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

Henrietta Kellum Lusk,  
Title VI Coordinator  
Building #1, Room 102  
3070 Highway 64, PO Box 89  
Crump, TN 38327  
(731) 632-3393

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

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 Office, on the governing board web site at [www.tbr.edu](http://www.tbr.edu), and on its website at <http://TCATCrump.edu/policy-regarding-sexual-harassment-and-discrimination>.

## Title IX Rights

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

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

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

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 Office.

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

Henrietta Kellum Lusk,  
Title VI Coordinator  
Building #1, Room 102  
3070 Highway 64, PO Box 89  
Crump, TN 38327  
(731) 632-3393

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

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 Office, on the governing board web site at [www.tbr.edu](http://www.tbr.edu), and on its website at <http://TCATCrump.edu/policy-regarding-sexual-harassment-and-discrimination>.

## Sexual Offender Information

A federal law, the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act (the "Wetterling Act"), provides minimum national standards for state sex offender registration and community notification programs. To comply with the Wetterling Act's standards, states must establish programs that require current address registration by residents of the State who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors, as described in the act. The Wetterling Act's standards also require states to accept registration information from non-

resident offenders who have entered the state to work or attend school. 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](http://www.tbi.state.tn.us). The information contained in the registry has been provided to registering agencies and the Tennessee Bureau of Investigation by the offender and is based upon information provided by the offender. The Tennessee Bureau of Investigation cannot guarantee the accuracy of this information. It should be noted that offenders may have moved without notification. Therefore, this information should not be used in any manner to injure, harass, or commit a criminal act against any person named in the registry. Any such action could subject you to criminal prosecution.

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## STUDENT POLICIES

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### Attendance Policy

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

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

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

Any student who terminates for any cause and is in a probationary status will continue the same probationary status if that student re-enters within one year of the termination date. When a student is terminated a second time because of failing grades and/or the violation of policies, the administration must give approval before re-application can be made. Any student terminated due to attendance violations must wait a full trimester before being permitted to re-enroll.

### Full-Time Students

- After a full-time student has been absent for a total of 5.5% of the hours for which he/she enrolled for the term, the Student Services Coordinator or a representative will counsel the student regarding their attendance.
- When a student has missed in excess of 9.7% of the scheduled hours enrolled, that student will be notified of their pending suspension. Any student who exceeds the number of hours allowed for the term must present documentation of extenuating circumstances surrounding those absences

and file a written appeal of the suspension to the Assistant Director. This written appeal, complete with official documentation, must be received by the Assistant Director within five school days of notification of the pending suspension. The student may then be required to appear before an attendance appeals committee for review of the documentation and a decision of the suspension status will be issued within ten school days of the initial notification of pending suspension.

- A student is considered tardy if not in the classroom at the designated time for class to start. Students arriving late to school or leaving early will be charged as follows:  
1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.  
5 tardies—documented warning by instructor  
6 tardies—documented probation by Student Services Office  
7 tardies—referred to Director
- A student absent five (5) consecutive days who fails to report to their instructor will be automatically terminated, based on the Withdrawal Policy (automatic). **To re-enter, the student must complete and file an application for readmission, which is reviewed by the Readmission Committee.**

## Part-Time Students

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

- A student is considered tardy if not in the classroom at the designated time for class to start.
- Students arriving late to school or leaving early will be charged as follows:  
1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.  
2 tardies—documented warning by instructor  
3 tardies—documented probation by Student Services Office  
4 tardies—referred to Director
- A student absent from class for (1) full week will be automatically terminated, based on the Withdrawal Policy (automatic). To re-enter, the student must complete and file an application for readmission, which is reviewed by the Readmission Committee. (i.e., student attends class four (4) days per week; terminated after fourth consecutive day)

## Attendance Records

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

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

## Make-Up Hours

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

## Exempt Absences

Students who are members of the Reserve or National Guard and who are required to serve two weeks

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 will be terminated for the two week period and then re-enrolled upon their return. These students should advise the school 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 on the progress report, which is kept in the student's permanent record.
2. When returning to class following an absence, the student should report to the instructor and complete the absence report.
3. Leaving class without authorization will be grounds for suspension. The student should report to the instructor before leaving.
4. False information pertaining to reasons for absences will be grounds for dismissal.

## Changes in Enrollment Status

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

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

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

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

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

## Classroom and Shop Maintenance

Good housekeeping practices should be followed at all times. Trash should be picked up when seen; tools, equipment, etc. should be kept in appropriate places—not on benches, machines and floors when not in use.

As an integral part of instruction, each student is expected to participate in housekeeping and cleanup activities at the conclusion of each day to maintain efficient, high-level training programs.

The instructors and students are responsible for cleanliness and orderliness at all times. Each program will have a daily routine and students are expected to carry out duties as assigned.

## Course Activities

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

## Utilization of Physical Facilities

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

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

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

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

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

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

## Dress Policy

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

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

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

Wear shoes and clothes suitable for the area enrolled and keep them neat. Provocative or offensive

clothing is prohibited on campus; this would include sleeveless shirts or other inappropriate dress.

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

## Attitude

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

## ID Badges

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

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

## Program Transfer Policy

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.

## Change of Status Procedure

Due to extenuating circumstances, it is sometimes necessary for a student to change status or alter his/her attendance schedule. A change of status could be an increase or decrease in scheduled hours to attend. One change of status per term is allowable. Additional procedures may apply for Wilder-Naifeh recipients in changing status. A change of status form is available from the Student Services Department.

## Transfer from TCAT Crump to Other Institutions

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

## 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.

## Articulation

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.

## Procedure for Terminating Training

Every student should talk with his/her instructor and the counselor 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 school, 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 program if they do not complete the hours scheduled during the term they graduate/withdraw. An interview with the Financial Aid Administrator is recommended prior to graduation/withdrawal to determine any applicable financial penalties.

## Withdrawal Policy (Automatic)

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

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

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

## Health and Accident Policy

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

- The instructor will administer appropriate first aid, if possible.
- The instructor will inform 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 Medical Information form) will be contacted to inform them of the student's situation and/or to request assistance if it is

recommended that the student should be sent home or to a health care provider.

- The Security Personnel will complete an incident report as soon as possible after the event.

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

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

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

## Graduation 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 requirements.

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

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

## Students Right-To-Know Graduation Rate

The graduation rate for the Tennessee College of Applied Technology Crump for the 2015 year was 80.1%; the placement rate was 92.2%; and, the licensure rate was 100%.

## Graduation Ceremonies

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

## STUDENT CONDUCT /STUDENT LIFE

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### Student Accountability

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

### Academic Honesty Policy

Tennessee College of Applied Technology Crump operates under the premise of academic honesty. The policy is that plagiarism and cheating are prohibited. It is the instructors' responsibility to create an environment in which academic honesty is expected, it is the students' obligation to uphold this policy. (See TBR Policy 3:02:00:01 regarding Student Conduct and Disciplinary Sanctions – page 85)

### 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>

#### **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 school.

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

## Computer Operation and Internet Access Policy and Guidelines

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

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

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

## Copyright and Digital Millennium Act

Copyright - Materials published by the Tennessee College of Applied Technology Crump are protected by the Digital Millennium Copyright Act. The DMCA also requires that the institution inform all computer and network users that downloading of copyrighted material is prohibited. All photos are also protected by the Professional Photographers of America (PPA). For more information, visit [www.ppa.com](http://www.ppa.com). In

addition, Tennessee Code Annotated §49-7-1(c) specifies that the institution ensure that no copyrighted digital music or videos be downloaded using institutional resources. Any attempts to do so will result in appropriate actions.

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

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

## Traffic and Parking Rules

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

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

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

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

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

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

## Disabled/Handicapped Parking Violations

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

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

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

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

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

## Campus Security Act

All students and employees are required to report any criminal offenses or activities that occur on the main campus, extension campus, or instructional service centers, 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.

Additional data is displayed on the college's bulletin board located in the Student Services lobby. Questions or concerns regarding campus security matters may be directed to the TCAT administration or located in Building One.

## TBI Campus Crime Report

The Tennessee Bureau of Investigation maintains information and statistics on crimes reported on all educational campuses in Tennessee. The specific crime(s) and the number of incidences, which occurred during the 2015 reporting year, are as follows:

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

## Patriot Act Notice to All Students

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

## Criminal Background Checks

Criminal background checks may be required at some clinical sites for training. Based on the results of these checks, a clinical site may determine that a particular student may not be present at their facility.

This could result in the inability to successfully complete the requirements of your program of study. Additionally, a criminal background may prevent licensure or employment of your choosing.

## Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools 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 school 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 school 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 Schools 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 Policy for Allied Health Students

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 school 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 the Tennessee Colleges of Applied Technology; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Tennessee Colleges of Applied Technology Drug-Free Schools 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

Student may be tested under the following incidences:

### 1. Testing in Connection With Clinical:

Students should be aware that the clinical agencies of the Jackson Regional Practical Nursing Program require that in connection with their participation with this program the successful completion of a zero-tolerance Panel 11 drug screening. Students are hereby “put on notice” of the intent to drug test. Testing will be scheduled at the discretion of the instructor or program coordinator. Testing positive will prevent the student from meeting the criteria set forth by the clinical agencies and thus result in possible termination from the program. Readmission would require mandatory participation in, and satisfactory completion of a drug or alcohol abuse program, or rehabilitation program. Students who refuse testing will be considered as testing “positive”. Students who hold a professional license or certification and test positive would be reported to the appropriate state licensing/certifying board. Full reinstatement of licensure / certification would be required for unrestricted return to the nursing program.

### 2. Testing for ‘Reasonable Suspicion’:

Nursing students engaged in clinical activity may be requested to undergo urine screening for drugs and/or blood test for alcohol if “reasonable suspicion” exists to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Students may also be required to undergo testing at the request of a clinical agency. Reasonable suspicion requires a particularly specific, objective basis that the student is using or is under the influence of drugs or alcohol. Reasonable suspicion may include, but is not limited to observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestation of ‘being under the influence’ of such, or abnormal conduct or erratic behavior. If it is determined that the student cannot safely continue assigned tasks, the student will immediately removed from the clinical setting. The professional, in most instances the instructor, determining ‘reasonable suspicion’ will collaborate findings with another professional if available, i.e. a second instructor if available or professional nurse, and will immediately contact the Nursing Program Director and Student Services Office of the Tennessee College of Applied Technology and complete a detailed occurrence report. The Nursing Program Director and Student Services Office, 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 Office for disciplinary action. Based on the outcome of the test, the Student Services Office 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 Office.

#### 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: a.k.a.: speed, uppers, meth, Crystal, Crank, Tweak, Go-fast, Ice, Glass, Uppers, Black beauties, etc.

Cannabinoids: Schedule I  
a.k.a.: THC, marijuana, hashish, pot, grass, hash, doobie, keef, weed, Mary Jane, chronic, reefer, ganja, kanya, etc.

Cocaine: a.k.a.: coke, crack, dust, toot, snow, blow, sneeze, powder line, rock, etc.  
'Speed ball'/mixed w/heroin and injected, 'bellringer'/injection

Phencyclidine: Schedule II  
a.k.a.: PCP, angel dust, ozone, wack, rocketfuel

Opiates: Rx analgesics/narcotics a.k.a. heroin, codiene, morphine, smack, dope, horse, Mud, Brown Sugar, Junk, Black Tar, Big H, Skag, etc.

Alcohol: Any "alcoholic beverage", all liquid medications containing ethyl alcohol (ethanol). Please read labels for content: Vicks Nyquil is 25% (50 proof) ethyl alcohol. \*Many prescription preparations contain ethyl alcohol as a base.

Barbiturates: Rx sedative/hypnotics.  
a.k.a. downers, blue velvet, blue devils, nembies, yellow jackets, Mexican yellows, purple hearts, goof balls, reds, red birds, red devils, lilly F-40s pinks, pink ladies, seggys, rainbows, red & blues, tooies, F-66s, double trouble, gorilla pills.

Benzodiazepines: Rx sedatives/antianxiety, hypnotic, muscle relaxant, anticonvulsant.  
a.k.a. tranks, downers, Z bars, V's, 'date rape drug'

Methadone: Schedule II Rx synthetic analgesic, anti-addictive treatment for morphine/heroin

Propoxyphene: Schedule II synthetic opoid: Rx Darvon, Darvocet (combined with acetaminophen)

Oxycodone: Schedule II synthetic opoid analgesic: Rx Percodan OxyContin

Testing will be coordinated through the Student Services Office. 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 test 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, 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. 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. 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 office, the Director 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 school.

### 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.

When reasonable suspicion testing is authorized, professionals trained in recognizing signs of drug and alcohol use will determine as to whether a student is under the influence of drugs or alcohol. In most instances this professional will be the clinical instructor assigned to supervise the student. Determination of 'under the influence' shall be accomplished by completing a "Reasonable Suspicion" form utilizing articulate, specific, and objective observations. The professional determining 'reasonable suspicion' will immediately contact the Student Services office of the Tennessee College of Applied Technology. When 'reasonable suspicion' is determined to be present, the student will be immediately removed from the clinical setting. The Student Services office, in collaboration with the professional, shall be responsible for making the determination as to whether testing is appropriate and will take steps to implement testing. Based on the outcome of the test, the Student Services office will also determine whether to initiate the disciplinary process. \*(See disciplinary process for students in violation of drug-free policy statement). Students enrolled in health-related programs may attend campus classes but may not participate in

clinical until cleared by the Student Services office. Any student who tests positive is suspended from the program. **Re-admission to any health related program would require documentation of completion of a drug rehabilitation program.** Students who refuse testing will be suspended from their program. Healthcare students who hold a license or certificate will be reported to the appropriate state licensing/certifying board.

## Smoking Policy

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

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

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

A person who knowingly smokes in an area where smoking is prohibited by the provisions of this part shall be subject only to a civil penalty of fifty dollars (\$50).

The instructor of each program may permit smoke breaks as he/she may deem appropriate, but the smoke breaks shall not interfere with the daily schedule or college policy and shall not infringe upon the rights of non-smokers nor be permitted in an area that will present a safety hazard.

Receptacles will be provided for this purpose and all persons are expected to properly dispose of their cigarette butts.

## Smokeless Tobacco Policy

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

## Drug and Alcohol Prevention Information

Drug and/or alcohol abuse can affect one's physical and emotional health as well as social life and everyday living. Long-term abuse can destroy a healthy body and mind. This college has a drug-free policy and a prevention program to assist students and staff members who have problems with alcohol or drug abuse. Student Services personnel are available to assist and make referrals to appropriate agencies, which assist persons with this problem. Every effort will be made to respond effectively to the use and abuse of alcohol and drugs by the college's population. The Tennessee college of Applied Technology expects all students and staff members to comply with the rules and local and state laws relating to alcoholic beverages and drugs. The Omnibus Drug Initiative Act of 1988 requires that all grantees receiving grants from a federal agency certify that they will maintain a drug-free workplace (this includes schools 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 school no more than five days after such conviction. Violation of this rule, which results in a criminal conviction, will force one of the following actions against said student: a written warning, probation, and/or termination following established Tennessee Board of Regents guidelines for

disciplinary actions. TCAT Crump will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law). These sanctions may include expulsion, termination of employment, and referral for prosecution.

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

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

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

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

1. Assist college personnel and the community in preventing alcohol and drug abuse.
  2. Provide the support college officials need from parents, alcohol and drug professionals, other treatment providers, and law enforcement to deal effectively with the alcohol and drug abuse problem.
  3. Provide help to individuals who need it and protect the learning environment for the majority of students.
  4. Alcohol and drug education for students.
  5. Information to students on rights and responsibilities.
  6. Employee assistance to deal with alcohol and drug problems of college personnel.
- Drug and Alcohol Counseling, Treatment, & Rehabilitation Assistance referrals may be found on the institutional website at: <http://www.tcatcrump.edu/counseling-drug-and-alcohol-abuse-prevention-depression-and-economic-assistance>.

## Student Life Activities

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

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## CONSUMER INFORMATION

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### Student Services

**Educational.** The staff assists applicants in selecting an area of training based upon his/her abilities, interest, and goals. National Career Assessments Services, Inc., Kuder College and Career Planning Assistance, sponsored by EdAmerica, are available in Technology Foundations for prospective and current students.

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

**Job Placement.** Tennessee College of Applied Technology Crump is dedicated to our graduates finding employment upon completion of training. The department maintains very close contact with industry and the state employment security office and is able to place a large percentage of students in employment upon completion of training. Placement of graduates is a primary concern of each instructor and college's personnel. Also, the student must fully participate in the job seeking process. Transcripts are available to the student or to agencies upon request. A transcript request form can be completed in the Student Services Department. Placement rates are continually evaluated and reported to our accrediting agency and the Tennessee Board of Regents. Placement rates are evaluated and utilized to monitor effectiveness and continuation of all programs.

**Technology Foundations.** The skills necessary to compete in today's labor market are far different from those of past decades. Current workplaces demand workers that can solve problems, communicate, work in teams, and demonstrate flexibility in the face of constant change. TCAT-Crump provides Technology Foundations to all students. This class uses the KeyTrain® system for pre-evaluation, assessment, counseling aid, and training tool to enhance these skills as needed for each student. Each student that attends full-time (1,296 clock hours) is required to take KeyTrain® and WorkKeys exams.

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

## Alumni

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

## Career Counseling

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

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

academic, and personal counseling, the Student Services

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

## Communication Devices

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

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

## Exit Interview

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

## Food Services

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

## Inclement Weather

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

1. Remain open as normal;
2. Close completely with the day(s) being made up within the same term at the direction of administration and approved by TBR;
3. Operate on a modified school 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 school. It will be the responsibility of the student to provide documentation for unusual and extenuating circumstances.

When weather conditions are severe, information regarding college closing will be 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
- Radio Station 93.9 FM, WSIB, Selmer
- [www.TCATcrump.edu](http://www.TCATcrump.edu)
- (731) 632-3940 x 300

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

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

## Safety Policy

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

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

## Firearms

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

## Drug Search

**THIS CAMPUS IS SUBJECT TO A DRUG SEARCH AT ANYTIME 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 recognizable in a red binder and is located in a centralized area for faculty, staff, and student access. Safety shelters and safe areas are identified or marked across the campus.

The following items are included in the handbook:

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

## Visitors on Campus

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

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

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

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

## Voter Registration

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

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

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

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

**\*\* Warning\*\*** Giving false information to register to vote or attempting to register when not qualified is a

felony punishable by not less than one (1) year nor than six (6) years imprisonment or a fine of \$3,000 or both.

**Who may vote:**

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

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## 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 school 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. School 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 assist in making informed career choices while earning credit.

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

## Library / Media Services

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

## PROGRAMS AT A GLANCE

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

## Special Admission Criteria

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

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

## Commission of the Council on Occupational Education

### 2015 Report

	<b>2013 COE Requirements</b>	<b>TCAT Crump</b>
<b>Completion Rate</b>	60% or higher	83.4%
<b>Placement</b>	70% or higher	92.2%
<b>Licensure</b>	70% or higher	100%

## Integrated Postsecondary Data

Information			
<b>Institution Name:</b> Tennessee College of Applied Technology-Crump		<b>Institution Type:</b> College	
<b>Mailing Address:</b> 3070 HWY. 64 West Crump, TN 38327	<b>General information:</b> 7316323393	<b>IPEDS ID:</b> 221430	
	<b>Financial aid office:</b> www.tcatcrump.edu	<b>Admissions office:</b> www.tcatcrump.edu	
Characteristics			
<b>Description:</b>	Public, 2-year		
<b>Certificates offered:</b>	Less-than one year, One but less than two years, Two but less than four years		
Enrollment			
<b>Total enrollment:</b>	289		
<b>Undergraduate enrollment:</b>	289		
<b>Percent of Undergraduate enrollment</b>			
<b>by gender</b>			
Men:	67%		
Women:	33%		
<b>by race/ethnicity</b>			
Black or African American:	7%		
Hispanic/Latino:	0%		
White:	89%		
American Indian/Alaskan/Asian	2%		
Two or more races:	2%		
Race/ethnicity unknown:	0%		
(Enrollment data Fall 2015)			
Financial			
<b>Program prices for full-time students</b>			
	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>
<b>Tuition &amp; fees</b>	\$5,925	\$5,710	\$5,323
<b>Books and supplies</b>	\$1,500	\$1,500	\$1,500
<b>Off-campus</b>			
Room and board	\$8,100	\$7,860	\$7,860
Other expenses	\$8,260	\$8,260	\$8,260
<b>Off-campus with family</b>			
Other expenses	\$8,260	\$8,260	\$8,260

(Source: IPEDS College data 2015-2016)

**National Center for Education Statistics**  
Institute of Education Sciences

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

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## Distance Learning

### Regents Online Degree Program (RODP)

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

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

The Tennessee Colleges of Applied Technology offer the Administrative Office Technology in a 15-week standard cycle.

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

### How to Become a TCAT Regents Online Student

1. Connect to the Internet
2. Go to the Regents Online Degree Website: <http://www.rodg.org>
3. Go to the Enroll today
4. Choose TCAT enroll now
5. Complete the **Online Learner Self-Test** to determine if the Regents Online Degree Program is right for you. This self-test is designed to assist you in determining your current knowledge and skills for online learning.
6. Review the **Frequently Asked Questions** about RODP.
7. Select the **home school** you want your degree or certification to come from.
8. Complete the **Prospective TCAT Student Profile and Application**
9. Complete the **mandatory online-orientation**
10. Contact your **TCAT RODP Contact** to verify your enrollment and pay your fees.
11. Purchase your textbooks online or through the TCAT
12. Once your classes begin, **GO TO CLASS**

### On Campus Training

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

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

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

## Advisory Committees

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

### General Advisory Committee

**Mr. Jimmy Bell, Director**

West TN Workforce Investment Board  
Southwest HRA

**Mr. Eddie Crittendon, CEO**

McNairy County EDC & Chamber of Commerce

**Mr. Ronnie Brooks**

McNairy County Mayor

**Mr. Steve Bunnell, CEO**

Team Hardin County

**Mr. Kevin Davis**

Hardin County Mayor

**Ms. Beth Pippin, Executive Director**

Hardin County Chamber of Commerce

## Program Break/Lunch Schedules

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

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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.
Digital Graphics Design	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.
Drafting & CAD Technology	9:30 a.m. – 9:45 a.m. 1:00 p.m. – 1:15 p.m.	11:00 a.m. – 11:30 a.m.
Electronics Technology	9:30 a.m. – 9:45 a.m. 1:15 p.m. – 1:30 p.m.	11:00 a.m. – 11:30 a.m.
Health Information Management	9:45 a.m. – 10:00 a.m. 1:15 p.m. – 1:30 p.m.	11:30 a.m. – 12:00 p.m.
Heating, Ventilation, AC/R	9:30 a.m. – 9:45 a.m. 1:30 p.m. – 1:45 p.m.	11:00 a.m. – 11:30 a.m.
Industrial Electricity	9:00 a.m. – 9:15 a.m. 1:15 p.m. – 1:30 p.m.	11:00 a.m. – 11:30 a.m.
Industrial Maintenance	9:30 a.m. – 9:45 a.m. 1:15 p.m. – 1:30 p.m.	11:00 a.m. – 11:30 a.m.
Machine Tool Technology	9:30 a.m. – 9:40 a.m. 1:00 p.m. – 1:10 p.m.	11:00 a.m. – 11:30 a.m.
Technology Foundations	9:30 a.m. – 9:45 a.m.	11:30 a.m. – 12:00 p.m.
Practical Nursing	10:00 a.m. – 10:15 a.m. (no afternoon break)	Between 11:00 a.m. -12:00 noon (45 minutes)
Welding Technology	9:15 a.m. – 9:30 a.m. 1:30 p.m. – 1:45 p.m.	11:15 a.m. – 11:45 a.m.

## Evening Program Break Schedule

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

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

## ADMINISTRATIVE OFFICE TECHNOLOGY

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

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

Administrative Office Technology will help to build your foundation for a strong and prosperous future as an administrative assistant. Join us today and make a change in the way you view success.

## PROGRAM AWARDS AND LENGTHS

### Certificates

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

### Diplomas

Accounting Assistant	1296 clock hours
Administrative Assistant	1296 clock hours
Medical Administrative Assistant	1296 clock hours



**COLLISION REPAIR TECHNOLOGY**

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

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

**PROGRAM AWARDS AND LENGTHS**

**Certificates**

Non-Structural Assistant	432 clock hours
Non-Structural/Structural Assistant	864 clock hours

**Diplomas**

Collision Repair Technician	1296 clock hours
Automotive Refinishing Technician	1296 clock hours
Collision Repair/Refinishing Technician	1728 clock hours



## COMPUTER INFORMATION SYSTEMS

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

The program consists of a combination of job simulated projects which utilize the skills necessary to provide the student with realistic, "hands-on" learning experience. Each student is assigned an IBM compatible system to work with during their enrollment in the program.

This program assists in preparing students for some of the certification exams based on Computer Systems Technology.

### PROGRAM AWARDS AND LENGTHS

#### Certificates

PC Operator	432 clock hours
Information Processing Technician	648 clock hours

#### Diploma

Hardware Specialist	1296 clock hours
Web Developer	1296 clock hours
Computer Information Systems	1296 clock hours



**COMPUTER INFORMATION  
TECHNOLOGY**

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

The program consists of a combination of job simulated projects which utilize the skills necessary to provide the student with realistic, "hands-on" learning experience. Each student is assigned an IBM compatible system to work with during their enrollment in the program.

This program assists in preparing students for some of the certification exams based on Computer Information Technology.

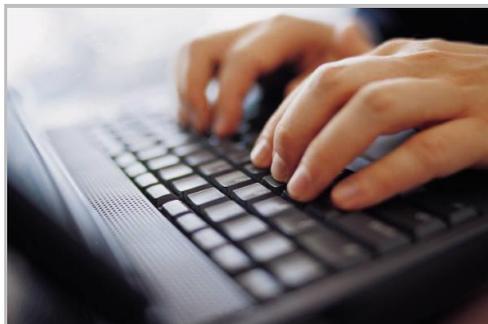
**PROGRAM AWARDS AND LENGTHS**

**Certificates**

Desktop Technician	432 clock hours
Networking Technician	648 clock hours
Security Specialist	648 clock hours

**Diploma**

Microcomputer Support	1,296 clock hours
IT Specialist (Optional)	1,728 clock hours
IT Systems Coordinator (Optional)	2,160 clock hours



## DIGITAL GRAPHICS DESIGN

The Digital Graphics Design program is designed to provide training for individuals who wish to gain the necessary skills for entry-level employment in the field of Graphics Design.

Graphic designers are the people who design movie posters, magazines, cereal boxes, websites, books, and things we see everyday. In this program students have the opportunity to build a foundation in design theory, create basic technical drawings, and learn software programs used to create designs or images for today's businesses or clients.

The program provides a combination of theory and job simulated projects which utilize the skills necessary to provide individuals with realistic "hands-on" learning experiences. Students learn to create designs for posters, brochures, packaging, animated graphics, web pages, and basic CAD drawings.

Students successfully completing the program may be hired as designers of logos, marketing materials, newspapers, magazines, web pages, illustrators, or freelance.

## PROGRAM AWARDS AND LENGTHS

### Certificates

Graphics Art Technician	432 clock hours
Graphics Layout Technician	432 clock hours

### Diploma

Digital Illustrator	1,296 clock hours
Digital Graphics Designer	1,728 clock hours
Digital Technical Illustrator	1,728 clock hours



## DRAFTING AND CAD TECHNOLOGY

The mission of the Drafting and CAD Technology program is to provide training for those individuals who wish to gain the necessary skills for entry-level employment in the field of Drafting and CAD.

Drafters prepare technical drawings based on the designs of engineers and architects. Production and construction workers use drawings to build everything that is manufactured, from toys to medical products to structures. In today’s technological world, drafters use computer-aided design software to prepare technical drawings.

The Drafting and CAD Technology program provides theory and “hands-on” training necessary for work in a variety of drafting fields. The program focuses on standard industry practices, Computer Aided Drafting software and 3D solid modeling software. The individualized, competency-based courses are taught in a lab environment and include real-world projects.

Students successfully completing the program may be employed by engineering and architectural firms, manufacturing industries, construction, government, and utilities sectors.

## PROGRAM AWARDS AND LENGTHS

### Certificates

CAD Technician ( <i>pre-requisites required</i> )	356 clock hours
Assistant Drafter	432 clock hours
Detail Drafter	864 clock hours

### Diplomas

Drafting & CAD Technician	1,296 clock hours
Computer-Aided Illustrator	1,728 clock hours
Architectural Drafter	1,728 clock hours
Mechanical Drafter	1,728 clock hours



## ELECTRONICS TECHNOLOGY

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

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

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

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

## PROGRAM AWARDS AND LENGTHS

### Certificates

Electronics Assembler	432 clock hours
Electronics Tester	864 clock hours

### Diploma

Electronics Technician Apprentice	1296 clock hours
Electronic Technician w/specialty	1728 clock hours

Specialty Diploma Endorsements include:

Industrial Electronics, Communication Electronics,  
Computer Electronics



## HEALTH INFORMATION MANAGEMENT

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

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

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

## PROGRAM AWARDS AND LENGTHS

### Certificates

Health Information Support	432 clock hours
Health Information Coordinator	864 clock hours

### Diploma

Health Information Specialist	1,296 clock hours
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This program is located at the Henderson-Chester County Instructional Service Center, 1449 White Avenue, Henderson, TN 38340, (731) 989-0095



## HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

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

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

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

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

### PROGRAM AWARDS AND LENGTHS

#### Certificates

Heating & Air-Conditioning Helper	432 clock hours
Domestic Unit Repairer	864 clock hours

#### Diplomas

Refrigeration Technician	1,296 clock hours
Heating, Ventilation & Air-Conditioning Technician	1,296 clock hours
Heating, Ventilation & Air-Conditioning/Refrigeration Technician	1,728 clock hours



**INDUSTRIAL ELECTRICITY**

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

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

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

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

**PROGRAM AWARDS AND LENGTHS**

**Certificates**

Electrician’s Helper	432 clock hours
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**Diplomas**

Electrician Apprentice Class II	864 clock hours
Electrician Apprentice Class I	1,296 clock hours
Construction Electrician	1,728 clock hours



## INDUSTRIAL MAINTENANCE

The Industrial Maintenance program trains the student to take their place alongside the people who keep today's manufacturing facilities running. A student will learn a variety of skills that will make them a valuable asset to any organization.

Industrial Maintenance Technicians repair and maintain machines, mechanical equipment, electrical equipment, and air-conditioning and heating systems. They inspect and diagnose problems and determine the best way to correct them, often checking blueprints, repair manuals, and parts catalogs. They obtain supplies and repair parts from distributors or store-rooms. They replace or fix worn or broken parts where necessary, or make adjustments.

Companies depend on maintenance personnel to do routine preventive maintenance and ensure that machines continue to run smoothly, and that building systems operate efficiently.

## PROGRAM AWARDS AND LENGTHS

### Certificates

Electricity Helper	432 clock hours
Hydraulics & Pneumatics	672 clock hours
Mechanical & Power Transmission	864 clock hours
Industrial Maintenance Helper	864 clock hours

#### Students choose 2 of the options below

Welding/Pipefitting	432 clock hours
Basic Machine Shop	432 clock hours
PLCs and Instrumentation	432 clock hours
HVAC/R	432 clock hours

### Diploma

Industrial Maintenance Technician	1728 clock hours
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## MACHINE TOOL TECHNOLOGY

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

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

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

## PROGRAM AWARDS AND LENGTHS

### Certificates

Production Machine Tender	432 clock hours
CAD Operator	432 clock hours
Machine Set-Up Operator	864 clock hours
CNC Cutter Programmer	864 clock hours

### Diploma

CNC Operator Programmer	1,296 clock hours
General Machinist	1,296 clock hours
Machinist 1	1,728 clock hours

National Institute for Metalworking Skills (NIMS)  
(Additional 216 clock hours)





## PRACTICAL NURSING

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

Following successful completion of the PN program, graduates will take a nationally standardized exam, the NCLEX-PN leading to licensure as a licensed practical nurse, LPN. \*

*\*according to Tennessee 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. There are specific admission requirements for this program:

- ◇ Attend a mandatory information session.
- ◇ Possess a regular high school diploma or GED.  
*Transcripts of foreign students must be evaluated/translated to US equivalents. The evaluation must be printed in English.*
- ◇ Attain a passing score on the Compass Assessment Test and meet minimum requirements *OR* be 20 years of age or under and have met the ACT scores of 19 in ALL parts: Math & Reading.
- ◇ Pick up and complete a Practical Nursing Packet by a deadline date.
- ◇ Possess desirable qualities, attitudes and the ability to profit from instruction.
- ◇ If accepted into the program, a physical exam with necessary immunizations, drug test and background checks must be completed.
- ◇ Report for enrollment upon notification of acceptance.

## PROGRAM AWARDS AND LENGTHS

### Diploma

Practical Nursing

1,296 clock hours



**WELDING TECHNOLOGY**

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

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

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

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

**PROGRAM AWARDS AND LENGTHS**

**Certificates**

Welder Helper	216 clock hours
Tack Welder	432 clock hours
Shielded Metal Arc Welder	864 clock hours
Gas Metal Arc Welder	1,080 clock hours

**Diploma**

Combination Welder	1,296 clock hours
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## TECHNOLOGY FOUNDATIONS



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

- Student Assessment: WorkKeys, KeyTrain
- The Career Readiness Certificate Training for the CRC certification issued by the Tennessee Department of Labor and Workforce Development
- Developmental Studies: Reading, Math, Language, etc.
- Workplace and Employability Skill Development: Resume Development
- Workplace Ethics and Employer Expectations

### **Training Schedule**

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

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

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

## TESTING CENTER

### Compass Assessment Testing

The compass assessment test is an 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 80 in reading and 50 in math on the computerized exam or 42 reading and 38 in math on the paper exam or be 20 years of age and under and have met the ACT score of 19 in Both parts: Math and Reading. This does not apply to a composite score of 19; (This has to be met to be eligible to remain in the Practical Nursing Program application process.) These scores are good for a maximum of two years and are transferable from one TCAT to another. Waiting period to retest is 30 days and this period may be longer based on the availability of testing. Full compass test must be taken for first attempt; no partials given for first attempt. There is no official limit as to how many tests can be taken in a calendar year other than the 30 day limit

and availability of testing. There is a fee for this test and testing fee amounts are available in the Student Services Department.

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

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

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

## WORK ETHICS PROGRAM

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

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

The ten worker characteristic traits identified are:

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

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

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

These results are:

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

### **GRADING**

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

- |                         |   |                         |
|-------------------------|---|-------------------------|
| Mastery of Expectations | = | A (93-100) Excellent    |
| Exceeds Expectations    | = | B (85-92) Above Average |

Meets Expectations	=	C (77-84)	Average
Needs Improvement	=	D (70-76)	Below Average
Unacceptable	=	F (0-69)	Unacceptable

## **LIVE WORK AND REPAIR SERVICES**

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

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

### **Relationship to Training**

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

### **Live Work Projects**

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

Live work projects are for:

1. Currently enrolled students
2. Current and retired employees of the Tennessee Colleges of Applied Technology system
3. Persons connected to the school (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.

### **Administration of Live Work**

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

Upon approval of need to perform the service at hand, and verification of project ownership by the instructor of the training program, the instructor will complete a "Live Work and/or Service Agreement" form. This form will be submitted to the Director or Assistant Director for approval and signature. Upon administrative approval, the form will be submitted to the Student Service Office, where it will be logged and identified with a work order number. At that time, any payment due will be paid by the project

owner. All live work is to be completed under the instructor's supervision and may be released only after a thorough final inspection.

## Release of Liability

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

1. Sign a Live Work Agreement form in advance of any work or inspection.
2. Assume all responsibility for the results of the work being done by students
3. Bear all actual cost of material and parts involved
4. Pay a service charge according to schedule as prescribed by the section on service charges and established by the institution's administration to cover indirect expenses.

## STAFF DIRECTORY

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### ADMINISTRATION OFFICE

**Milligan, Stephen (2015)**

*Director*

Ed.S., Middle Tennessee State University

M.B.A., University of North Alabama

B.S., University of North Alabama

**Lusk, Henrietta Kellum (1990)**

*Assistant Director*

M.S, University of Memphis

B.S., Freed-Hardeman University

A.S., Freed-Hardeman University

**Pusser, Fran (1993)**

*Administrative Support Associate*

General Secretarial Diploma, Tennessee College of Applied Technology Crump

### BUSINESS OFFICE / HUMAN RESOURCES OFFICE

**McLain, Benice (2013)**

*Financial Support Associate*

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

**Stephens, Celena (2000)**

*Financial Support Associate*

A.A.S., Jackson State Community College

General Secretarial Diploma, Tennessee College of Applied Technology Crump

### MAINTENANCE / FACILITIES

**Robinson, Michael (2015)**

*Facilities Support Associate*

Industrial Maintenance Technician Diploma, Tennessee College of Applied Technology Crump

**Ross, Betty (2014)**

*Facilities Support Associate*

### STUDENT SERVICES OFFICE

**Johnson, Cherry (2016)**

*Student Services Coordinator/Financial Aid Administrator*

M.A.E., Bethel College

B. S., Middle Tennessee State University

**Vacant**

*Admissions Counselor / Recruiter*

**Vineyard, Estella (2012)**

*Academic & Student Support Associate*

A.S., Burton Community College

**Zingery, Lisa (2011)**

*Academic & Student Support Associate II*

**FULL-TIME FACULTY**

**Bell, Beverly (2006)**

*Instructor - Health Information Technology and Administrative Office Technology*

B.S., University of Memphis

A.S., Jackson State Community College

AAPC Certified Professional Coder

**Bell, Chris (2006)**

*Master Instructor - Electronics Technology and Industrial Maintenance Technology*

B.S E.E., Mississippi State University

TN Registered Engineer (inactive license)

**Gean, Scotty (2014)**

*Instructor - Industrial Electricity and Industrial Maintenance Technology*

Electrician Diploma, Tennessee College of Applied Technology Crump

TN - Limited Licensed Electrician

**Harris, Brian (2012)**

*Master Instructor - Administrative Office Technology*

Ed.S., Middle Tennessee State University

M.Ed., Middle Tennessee State University

B.S., University of Tennessee at Martin

**Jenkins, Teena (2016)**

*Instructor - Practical Nursing*

A.S.N., Union University

Registered Nurse

**Johnson, Judy (1993)**

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

B.S., Computer Science, Bethel College

B.S., Banking and Finance, Bethel College

MERLOT Associate Editor / Certified Microsoft Instructor

**Nolan, Paul (2012)**

*Instructor – Collision Repair Technology*

A.S., Jackson State Community College

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

Automotive Service Excellence Certified / Pittsburg Paint and Glass Certified

**Overstreet, Jr., James (2012)**

*Associate Instructor - Welding Technology*

Occupational Teacher Licensure, Tennessee State University

Certified Welding Educator (CWE) and Certified Welder, American Welding Society (AWS)

Level I Certified National Institute for Metalworking Skills (NIMS)

**Harris, Aubrey (2014)**

*Instructor - Machine Tool Technology*

Machinist I Diploma, Tennessee College of Applied Technology Jackson

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

**Waldrop, Darryl (2016)**

*Associate Instructor -Welding Technology*

Combination Welder Diploma, Tennessee College of Applied Technology Crump

**Wyatt, Regina (1994)**

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

A.A.S. Jackson State Community College

Mechanical Drafter Diploma, Tennessee College of Applied Technology Crump

ADDA Certified Drafter

**Young, Jeff (2010)**

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

HVAC/R Diploma, Tennessee College of Applied Technology Crump

EPA Certified

410-A Certified

**PART-TIME FACULTY**

**Bailey, David (2014)**

*Adjunct Instructor - Welding Technology*

**Mckinnon, Anna (2016)**

*Instructor - Practical Nursing*

B.S.N. – University of North Alabama

A.S. - Columbia State Community College

Registered Nurse

## Telephone Extension Numbers

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

## FINANCIAL AID HANDBOOK

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

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

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

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

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

## APPLICATION DEADLINES

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

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

**Wilder Naifeh Technical Skills Grant-** Students must have a processed FAFSA on or before the following deadline dates to be eligible for the award. Students whose applications are processed after the deadline date may be eligible for the WNTSG for subsequent terms.

Fall term deadline- November 1<sup>st</sup>

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

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

**Tennessee Student Assistant Award-**Students whose FAFSA is filed and processed on or before March 1<sup>st</sup> will be given priority in determining awards. Applications processed after March 1<sup>st</sup> will be considered in the order that they are processed to the extent that funds are available after making awards to students who met the priority deadline.

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

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

- Must be a Tennessee resident for one year prior to the application deadline date. State residency is determined using TBR promulgated rules; TBR Rules 02402-2
- Must not be incarcerated
- Must meet the enrollment requirements for both the school and the program (Do not have to have a high school diploma or GED if not required for enrollment in the school or program. Also, a student that possesses a bachelor's degree or higher may be eligible for the WNTSG)
- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- Must have never 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 school shall, to the extent it does not violate applicable federal regulations, reduce the excess by reducing the student's WNTSG.

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

- Continue to meet all eligibility requirements as stated above

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

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

## APPLYING FOR ASSISTANCE

General Procedures for applying

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

## AVAILABLE FINANCIAL AID

### **Federal Pell Grant**

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

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

A Federal Supplemental Opportunity Grant is for undergraduates with exceptional financial need, as determined by the College. Priority is given to Federal Pell Grant recipients with a minimum or zero EFC. The amount of the FSEOG award is \$200.00 per term for full-time students and \$100.00 per term for part-time students.

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

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

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

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

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

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

## APPEALS PROCESS AND GUIDELINES

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

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

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

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

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

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

## BENEFIT PROGRAMS

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 schools, military, etc., in order to apply for benefits.

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

If you are receiving benefits based on your status as a service person, veteran, or reservist you must

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

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

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

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

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

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

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

## **DISBURSEMENT**

### **Financial Aid Disbursement**

In keeping with federal grant regulations, 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 school costs (tuition/fees/books) for the payment period. If there are funds remaining after those costs are paid, you will receive a residual check for the unused portion, which can be used to pay indirect school costs. Since tuition/fee costs are assessed by academic term (trimester) and payment periods may span more than one academic term, tuition/fee costs are estimated on the front-end. If, once actual costs are determined, excess funds have been withheld a residual check will be issued. If insufficient funds have been withheld, those charges will be applied to the next payment period if you are in good standing. Otherwise those charges will be invoiced to you directly. Grant funds will be credited to a student's account or disbursed by check to the student no later than the 44<sup>th</sup> class day of the academic term or the end of the term, whichever comes first. Students may pick up their residual check at the TCAT Crump Business Office by showing their student I.D. badge.

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

## SATISFACTORY PROGRESS FOR FINANCIAL AID

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

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

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

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

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

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

### F. Repeats

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

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

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

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

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

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

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

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

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

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

- I. **Notification**

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

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

## LEAVE OF ABSENCE (LOA)

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

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

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

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

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

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

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

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

The student's WNTSG eligibility will resume as if no break in enrollment has occurred as long as the student re-enrolls within one year following their return from the mobilization. The hours attempted

during the term that the leave was granted would not be taken into consideration for purposes of determining satisfactory progress for determining future WNTSG eligibility.

## PROFESSIONAL JUDGMENT

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

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

Possible extenuating circumstances could include the following:

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

The Student Service Coordinator’s decision regarding special circumstances is final and cannot be appealed. Financial Aid forms to document special circumstances may be obtained in the Financial Aid Office.

## REFUNDS AND FINANCIAL AID

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

## RETURN OF TITLE IV FUNDS POLICY

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

- Withdraws before the point when 60% of the hours for the payment period are scheduled to be completed
- Received or could have received a disbursement of Title IV Funds (Pell grants, SEOG, or Stafford Loan)

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

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

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

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

Divide the clock hours scheduled to have been completed as of the last day of attendance in the payment period by the total clock hours scheduled for the payment period.

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

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

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

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

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

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

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

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

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

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

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

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

1. Pell Grant
2. FESOG

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

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

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

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

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

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

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

1. Pell Grant
2. FSEOG

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

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

After the 45-day period, the Tennessee College of Applied Technology 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 school.

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

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

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

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

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

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights

Students have the right to find out from the College the following:

- (a) What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs. Students also have the right know how the College selects financial aid recipients.
- (b) What the procedures and deadlines are for submitting applications for each available financial aid program.
- (c) How the College determined financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in the cost of education. It also includes the resources considered in calculating need (such as parental contribution, other financial aid and assets). Students also have the right to know how much financial need has been met and how and when aid will be received.
- (d) How the College determines each type and amount of assistance in the financial aid package.
- (e) How the College determines whether students are making satisfactory academic progress, and what happens if not. Whether students continue to receive federal financial aid depends, in part, on whether satisfactory progress is being made.
- (f) If a federal work-study job is offered, what kind of job it is, what hours must be worked, what the duties will be, what the rate of pay will be, and how and when payment will be made.
- (g) Who the College's financial aid personnel are, where the office is located, how to contact the office for information.

(h) Students have the right to know the College's refund policy.

## **Student Responsibilities**

Students bear the responsibility to:

- (a) Review and consider all information about the College's programs before enrolling.
- (b) Pay special attention to the application for student financial aid, complete it accurately and submit it on time to the financial aid office.
- (c) Know and comply with any deadlines for applying or reapplying for aid.
- (d) Provide all additional documentation, verification, corrections and/or new information requested.
- (e) Notify the College of changes including name, address, telephone number, or e-mail address.
- (f) Read, understand, and keep copies of all forms requiring a signature.
- (g) Repay any overpayment discovered.

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

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

### **Guideline No. TTC-010**

#### **Subject: Instructional Projects at Tennessee Technology Centers**

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

#### **I. General Statement**

It is recognized that instructional or "live work" projects enhance the vocational-technical training of TCAT students. Instructional projects are those which : when completed constitute a product; or, involve repairing or providing maintenance service to a device; or involve the delivery of a personal service, such as in cosmetology programs. To ensure that such projects are meaningful to the training program, they must be selected on the basis of their potential contribution in aiding students develop identified competencies. All such projects must be selected and scheduled in keeping with stated objectives of the instructional program.

For purposes of this guideline, a distinction is made between school instructional projects and individual instruction projects. In general, school projects are those secured by the school and assigned to students by instructors as part of the instructional program. School projects may result in a product, which may be reused or sold by the school. 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 Center Director is responsible for the selection and authorization of all school projects, except those involving construction of buildings, which shall require approval by the Chancellor. The purchase of school 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 schools advisory committees, personnel and institutions of the Tennessee Board of Regents System, retired persons, civic groups, governmental agencies, and non-profit organizations. The Center Director

may, upon consultation with the school advisory committee, authorize individual projects offered from other individuals and groups in the event appropriate projects are not available from the above sources.

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. School Projects**

The school shall bear the cost of parts, supplies, and materials for school 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 school projects shall be in accordance with the Tennessee Board of Regents policy on disposal of surplus personal property (No. 4:02:20:00).

### **IV. Individual Projects**

An approved agreement form must be completed by the appropriate instructor prior to initiating work on any individual project. An original of the agreement form shall be retained by the Center and a copy of the form provided to the individual or group for whom the work is being performed.

In general, the owner of the project shall be responsible for providing the parts, supplies and materials for individual projects. The school may recommend sources where parts, supplies and materials may be acquired. The school 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 school 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 school shall be in accordance with TBR policy (No. 4:02:10:00), and the project owner shall be assessed a fee to recover the school's expenses. 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 school staff, properly receipted, and deposited in accordance with the TBR policy on deposit and investment of funds (No. 4:01:01:10).

### **V. Agreement Forms**

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

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

## **TCAT Crump Philosophy of Conflict Resolution**

It is the philosophy of the TCAT's that many complaints can be resolved through open and clear communication, and should be resolved at the lowest level possible. Therefore, the student should first discuss the complaint with the instructor, administrator or student involved in the matter in an attempt to resolve the concern.

If the concern cannot be resolved through informal discussion, the student may file a written complaint with the office of Student Services. The Student Services Coordinator will meet with the student, investigate the complaint, consult other TCAT personnel or students as needed, determine an appropriate

resolution, and notify the student, in writing, of the outcome.

If the student is not satisfied with how the administrators attempted to resolve the issue, the student may appeal to the Director. The Director may discuss the matter with the student and the Coordinator, and any other personnel he/she feels appropriate. The Director will provide a decision to the student within five (5) days of receipt of the appeal.

### **Student Notice Regarding Complaints at Tennessee Colleges of Applied Technology**

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filing out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>.

Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350 ([www.council.org](http://www.council.org)).

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

#### **Guideline TTC-023**

#### **Subject: Uniform Procedures for Complaints by Students at Tennessee Colleges of Applied Technology**

The purpose of this guideline is to provide a procedure through which students of the Tennessee Colleges of Applied Technology may submit a complaint if the student has a concern regarding a situation or condition at the TCAT and the student believes he/she has been treated unfairly or inequitably.

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

Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Discrimination & Harassment - Complaint & Investigation Procedure. Grade appeals should comply with the appropriate grade appeal process. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3-21-.01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook. Appeals of traffic or parking citations should be processed as specified by each institution.

In order to resolve concerns in a timely manner, complaints must be presented within ten (10) school days after the occurrence of the event claimed to have given rise to the complaint. Any complaint not presented within the time provided will not be considered.

#### **II. Process**

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

If the concern cannot be resolved through informal discussion, the student may file a written complaint with the Office of Student Services. The Student Services Coordinator will meet with the student, investigate the complaint, consult other TCAT personnel or students as needed, determine an appropriate resolution, and notify the student, in writing, of the outcome.

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

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

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

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

**1. Student Attendance**

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.

a. A full-time student enrolled for a full term (72 days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will be referred to Student Services for counseling. Counseling hours must be prorated for all part-time students and full-time students enrolled for less than a full term.

b. When a full-time student enrolls for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. Suspension hours must be prorated for all part-time and full-time students enrolled for less than a full term.

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

5 tardies - documented warning by instructor

6 tardies - documented probation by designated authority

7 tardies - referred to Director

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

**2. Student Progress**

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

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

A = 93 - 100 B = 85 - 92 C = 77 - 84 D = 70 - 76 F = 0 - 69

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

Skill Proficiency, Related Information, Worker Characteristics

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

### 3. Readmission from Suspension

The director may consider for readmission the applicant who has been suspended. Criteria that the director will consider in assessing candidacy for readmission are as follows:

- a. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension and
- b. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

### 4. Exceptions

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

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

**Policy 3:02:00:01**  
**Subject: General Regulations on Student Conduct**  
**and Disciplinary Sanctions**

## **I. Policy Statement**

A. Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by nonstudents. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents ("TBR" or "the Board") has authorized the presidents of the institutions and directors of the technology centers 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.

B. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed the following regulations, which are intended to govern student conduct on the several campuses under its jurisdiction. Each institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent with, these regulations. In student discipline policies, each institution may expand on these regulations, subject to Board approval. In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

C. For the purpose of these regulations, 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. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Rules of Student Conduct and with similar institutional policies at all times.

D. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. Institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.

E. These regulations, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

F. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.

## **II. Disciplinary Offenses**

A. Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by an institution.

B. Institutions shall adopt and publish a non-exclusive list, providing notice of offenses for which both individuals and organizations may be subject to disciplinary action. The list may include any appropriate offense given the specific needs of the individual institution, subject to prior review and approval of the Board. Institutions are pre-authorized to implement any or all of the disciplinary offenses, in the form set forth immediately below, without need for prior review or approval by the Board:

1. Conduct Dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a danger to any person's health, safety, or personal wellbeing, including, but not limited to, the following:

- a. Physical and/or verbal abuse,
- b. Threats and/or intimidation,
- c. Harm inflicted on self.

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

3. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations,

classrooms, other groups or individuals;

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

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

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

6. Theft, Misappropriation, or Unauthorized Sale of Property;

7. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;

8. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;

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

10. Alcoholic Beverages. The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;

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

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

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

14. Gambling. Unlawful gambling in any form;

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

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

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

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

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

20. Violations of State or Federal Laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

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

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

23. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 5:01:02:00, 2:02:10:01 and TBR Guideline P-080;

24. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:

- a. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
- b. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
- c. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

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

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

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

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

- a. Use of another person's identification to gain access to institutional computer resources,
- b. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
- c. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
- d. Unauthorized transfer of a computer or network file,
- e. Use of computing resources and facilities to send abusive or obscene correspondence,
- f. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
- g. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
- h. Violation of any published information technology resources policy,
- i. Unauthorized peer-to-peer file sharing;

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

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

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

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

C. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at an institution governed by the State Board of Regents for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

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

A. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

B. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.

C. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.

D. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

### **IV. Disciplinary Sanctions**

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

#### **B. Definition of Sanctions:**

1. Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;

2. Warning. The appropriate institutional official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;

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

4. Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);

5. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;

6. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;

7. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;

8. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;

9. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;

10. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;

11. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;

12. Revocation of Admission, Degree, or Credential;

13. Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;

14. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to these regulations as well as institutional housing regulations. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may

include restrictions upon the activities of the resident, including any other appropriate special condition(s);

15. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record.

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

## **V. Traffic and Parking**

A. General: Institutions governed by the TBR shall adopt institutional policies governing traffic and parking on their respective campuses. The purpose of these regulations shall be to facilitate the orderly and efficient flow of traffic on those campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies enacted in compliance with this rule shall be subject to prior review and approval of the TBR. Once adopted, such policies shall be published, at least annually, and, as appropriate, through signage, traffic/parking handbooks, student/faculty handbooks and institutional websites.

B. Registration of Automobiles/Permits/Decals: TBR institutions shall adopt policies regarding the registration of vehicles and/or the issuance of decals and/or permits on campus, and/or the alternate use of campus access fees in lieu of registration of individual vehicles for the purpose of effective enforcement of campus traffic and/or parking regulations. Reasonable fees/costs may be assessed in association with the vehicle registration, permit, or decal issuance process. Any fees/costs associated with registration of vehicles or the issuance of permits/decals, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.

C. Parking: TBR institutions shall adopt policies with regard to parking on institution owned, operated, or controlled sites. Those policies shall reflect the physical availability and limitations of parking facilities at institution owned, operated, or controlled sites. TBR institutions are further authorized to adopt appropriate parking zones or designated parking systems for faculty, staff, students, residents of campus housing, visitors, and other appropriate groups. Institutions may also establish a schedule of hours for enforcement for parking regulations at their various campus sites. Reasonable fees/costs may be assessed in association with the issuance of parking decals or passes as set forth in section (2) above. Any fees/costs associated with parking permits/decals, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.

D. Traffic: TBR institutions shall adopt policies with regard to motor and other vehicular traffic on institution owned, operated, or controlled sites. Those policies shall reflect the nature of traffic patterns, roads, and physical limitations of the particular institution owned or controlled site. TBR institutions are further directed to adopt and publish a traffic code reflecting the traffic rules and offenses for that institution's sites. Such violations may include, but are not limited to, all traffic offenses provided under state, county, or municipal ordinance applicable to the locality of each institutional site. Adoption of such policies shall be subject to prior review and approval by the TBR. Once adopted or amended all traffic and parking regulations shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

E. Fines/Penalties: TBR institutions shall have the authority to adopt appropriate fines and/or

disciplinary sanctions for violations of the traffic and parking regulations established pursuant to sections (3) & (4) above. Fines may be set as determined necessary at each institution, but shall not exceed the amounts provided for by the higher of state law, county, or municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the TBR, pursuant to the requirement set forth in TBR policy. Proposed fines shall be submitted to the TBR together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic/parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

F. Appeals: Institutions shall establish an appropriate system of due process associated with any traffic/parking codes or fines, consistent with the due process requirements set forth in TBR Systemwide Rule 0240-02-03-.06 below, wherein persons cited for violation of institutional traffic/parking regulations may contest their citations. Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of such matters.

## **VI. Disciplinary Procedures**

A. General: Institutions governed by the TBR, in the implementation of TBR regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. In furtherance of this mandate, all TBR institutions shall enact policies setting forth the disciplinary procedures for the institution. All such policies shall be enacted in compliance with this rule, TBR Policy 3:02:01:00, applicable state and federal law. All policies adopted pursuant to this rule shall be subject to prior review and approval by the Board of Regents. Once adopted or amended, all disciplinary procedures shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

B. TUAPA: All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 9-8-01 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure. These procedures shall be described in the institution's policy.

C. Institutional Procedures: For matters not subject to the requirements of TUAPA, each institution shall include in its policies a description of the procedures applicable at each level of a student/organizational misconduct, student housing violation or traffic/parking violation proceeding, including procedures for the initiation, investigation, resolution and/or prosecution of a violation applicable at each level, including appeal(s). This policy shall also set forth minimum requirements for advance notice of charges/violations as well as the time, date, and place for any procedure or hearing.

D. Institutional Hearings: For matters not subject to the requirements of TUAPA, institutions shall establish a body or bodies, with authority to hear student/organizational misconduct, student housing violations, or traffic/parking violations. Such body may be constituted as determined by the institution and may consist of one (1) individual or a committee. Authority may be vested in a single entity or in separate bodies.

E. Minimum Requirements of Due Process for Institutional Hearings: Institutional hearing bodies and procedures governing discipline in cases of student/organizational misconduct, student housing violations and/or traffic/parking violations may be structured in any manner deemed appropriate given

the organizational structure of the individual institution, but shall include the following minimal procedural components:

1. The student shall be advised, in writing, of the breach of regulation(s) of which she/he is charged;
2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation;
3. The student shall be advised of the following rights applicable at the hearing:
  - a. The right to present his or her case,
  - b. The right to be accompanied by an advisor,
  - c. The right to call witnesses in his or her behalf,
  - d. The right to confront witnesses against him or her, and
  - e. The student shall be advised of the method and time limitations for appeal, if any is applicable.

Students subject to any disciplinary sanction are entitled to a due process hearing unless that right is waived by the student after receiving written notice of the available procedures.

F. Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim suspension.

G. Alternative Resolution Procedures: Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.

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

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

**Guideline P-080**  
**Subject: Discrimination and Harassment -**  
**Complaint and Investigation Procedure**

**IMPORTANT: Other Available Complaint Procedures**

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

**I. Purpose**

The purpose of this Guideline is to supplement Board Policies 2:02:10:01 and 5:01:02:00 relative to the orderly resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal

or state civil rights law related to the institutions, technology centers, and office of the Tennessee Board of Regents. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth below. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to Section IV.B of this Guideline, and the conduct has a reasonable connection to the institution.

All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment. Using the procedures outlined in Section IV below, supervisory employees must promptly report, to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally. Failure to do so may result in disciplinary action up to and including termination.

All faculty members, students and staff are subject to this Guideline. Any faculty member, student or staff found to have violated this Guideline by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

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

Because the courts have imposed strict obligations on employers with regard to discrimination and harassment, institutions must take measures to periodically educate and train employees regarding conduct that could violate this Guideline. All employees, including faculty members, are expected to participate in such education and training. Further, all faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment.

## **II. General Statement**

It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to, Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; the Genetic Information Nondiscrimination Act of 2008; and regulations promulgated pursuant thereto. The Board of Regents will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

Campuses and the Central Office affirm that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will they tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law.

Similarly, the campuses shall not subject any student to discrimination or harassment under any

educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

## A. Discrimination

Discrimination may occur by:

1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,
2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

## B. Harassment

1. Harassment based on a protected class

Harassment is conduct that is based on a person's race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law, that

- Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment;
- Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
- Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.

Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee's national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person's religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person's age.

Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

2. Examples of sexual harassment

Examples of sexual harassment include, but are not limited to, the following:

- Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;
- Promising a work-related benefit or a grade in return for sexual favors;
- Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive

- work or living environments;
- Sexual innuendoes, comments, and remarks about a person's clothing, body or activities;
- Suggestive or insulting sounds;
- Whistling in a suggestive manner;
- Humor and jokes about sex that denigrate men or women;
- Sexual propositions, invitations, or pressure for sexual activity;
- Use in the classroom of sexual jokes, stories, remarks or images in no way or only marginally relevant to the subject matter of the class;
- Implied or overt sexual threats;
- Suggestive or obscene gestures;
- Patting, pinching, and other inappropriate touching;
- Unnecessary touching or brushing against the body;
- Attempted or actual kissing or fondling;
- Sexual violence; including rape, sexual assault, sexual battery, and sexual coercion;
- Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one's actual or perceived sexual orientation, gender identity/expression.

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

Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this Guideline. Complainant must be notified of his/her right to file a criminal complaint.

### **III. Consensual Relationships**

Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.

Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student's academic committees; or by terminating the relationship at least while the student is in his/her class. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

### **IV. Procedures**

#### **A. General**

1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, "the Complainant") as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent.
2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have on-campus legal counsel, that office must be consulted. Hereinafter, references to "Legal Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.

3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. Legal Counsel should be contacted before any immediate action is taken.
4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this Guideline, Board policy, and federal law.

## B. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or technology center or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the Investigator") responsible for compliance with this Guideline.
2. Complaints must be brought within 365 days of the last incident of discrimination or harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.
3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. Appendix A is a sample complaint form. The complaint shall be signed by the Complainant. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated and appropriate action taken. Complaints made anonymously or by a third party must also be investigated to the extent possible.
4. If the complaint does not rise to the level of discrimination or harassment, the Investigator may dismiss the complaint without further investigation after consultation with Legal Counsel. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.

## C. Investigation

1. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the investigation will be under the direction of Legal Counsel. All investigatory notes and documents shall be attorney work product. The Investigator shall notify the President/ Director that an investigation is being initiated.
2. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the President/Director will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline. When the allegation of harassment is against the President/TCAT Director of the institution, the EEO/AA Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.
3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institution's or technology center's student disciplinary procedures.
4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and Tennessee Code Annotated Section 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure

- pursuant to a public records request.
5. Investigation of complaints against employees of a Tennessee Technology Center (TCAT) shall be initiated by the Vice Chancellor for Tennessee Technology Centers or his/her designee. In certain circumstances, the lead institution for the technology center may be asked to conduct the investigation. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel. The TCAT Directors are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
  6. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent. The purpose of the investigation is to establish whether there has been a violation of the Guideline. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.
  7. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. Information may need to be revealed to the Respondent and to potential witnesses. However, information about the complaint should be shared only with those who have a need to know about it. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.

A Complainant may be informed that if he or she wants to speak privately and in confidence about discrimination or harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.

Additionally, the Complainant shall be given assurances that measures will be taken against the Respondent should there be retaliation against him or her. Retaliation is prohibited and should be reported to the investigator immediately. Allegations of retaliation must also be investigated pursuant to the procedure set out in this Guideline.

8. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint. The Respondent may respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator's notification.
9. If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.
10. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.
11. At any time during the course of the investigation, the Investigator may meet with both the Complainant and the Respondent individually for the purpose of resolving the complaint informally. Either party has the right to end informal processes at any time. Mediation will not be used in cases involving sexual assault. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by Legal Counsel, shall be submitted to the President/Director.
12. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review. Each report shall outline the basis of the complaint, including the dates of the alleged occurrences, the response of the Respondent, the findings of the Investigator, whether there were any attempts made to resolve the complaint

informally, a determination of whether there was a violation of the Guideline, and recommendations regarding disposition of the complaint.

After review and approval by Legal Counsel, the report shall be submitted to the President/Director within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline. If the complaint involves a technology center, a copy of the final report should also be sent to the Vice Chancellor for Tennessee Technology Centers. No working papers, statements, etc. generated in the investigation should be attached to the report. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.

13. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure. It should also be noted that conduct which does not rise to the level of legally actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.
14. The President/Director shall review the Investigator's report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the appropriate resolution should be. After the President/Director has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the Complainant and the Respondent with a copy of the determination, along with a copy of the Investigator's report.
15. If the investigation reveals evidence that a violation of the Guideline has occurred, the President/Director must take immediate and appropriate corrective action. Such action may include meeting with the Respondent and/or the Complainant and attempting to resolve the problem by agreement, except in the case of sexual assault. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.
16. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel. However, copies of the President's/Director's determination, the Investigator's report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus. This file shall be maintained in a location designated by the President. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent's personnel or student record, as appropriate.

Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection. Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable. If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.

17. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

#### D. Appeal of Decision

Because TBR institutions are committed to a high quality resolution of every case, each institution must afford the Complainant and Respondent an opportunity to appeal the President's/Director's decision concerning Respondent's responsibility for the alleged conduct. The appeal process shall consist of an

opportunity for the parties to provide information to the institution's attention that would change the decision. The appeal process will not be a *de novo* review of the decision, and the parties will not be allowed to present their appeals in person to the President/Director unless the President/Director determines, in his/her sole discretion, to allow an in-person appeal.

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

## **V. Other Applicable Procedures**

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

### APPENDIX A

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

### **Policy 3:02:01:00**

#### **Subject: Policy Insuring Student Due Process Procedure**

Institutions and area vocational-technical schools governed by the State Board of Regents, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.

If, in accordance with the institution or school regulations governing discipline in cases of student social misconduct, a hearing is requested, the following minimal procedures will be observed:

1. The student shall be advised of the time and place of the hearing.
2. The student shall be advised of the breach of regulations of which or she he is charged.
3. The student shall be advised of the following rights:
  - a. The right to present his or her case
  - b. The right to be accompanied by an advisor
  - c. The right to call witnesses in his or her behalf
  - d. The right to confront witnesses against him or her
4. The student shall be advised of the method of appeal.

**Guideline No. TCAT-080**  
**Subject: TTC Fees and Refunds**

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

**I. FEE ASSESSMENT**

The amount of fees assessed to a student should be determined by an individual other than the one who collects the fees. Fees assessed shall be in accordance with the current Fee Schedule approved by the Tennessee Board of Regents. Fee schedules shall be made readily available to students and prospective students through the use of bulletin boards, advertisements and school publications. The fee assessment shall be as follows:

A. Regular Students – 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. Students who enroll concurrently in two or more programs/classes will be assessed fees appropriate to the number of hours scheduled to attend in each program/class.

B. Secondary Students (Public Schools) – The TCAT will negotiate the appropriate fees with each local public school system for secondary students enrolling at the TCAT.

C. Secondary Students (Non-Public Schools) – Students enrolled in state-recognized home schools or private schools will be assessed fees in accordance with the current fee schedule.

D. Special Industry Students – Students shall not be individually assessed fees for special industry training. All charges will be made to the receiving industry(s) and shall be credited to the school's appropriate Grants and Contracts revenue account.

**II. FEE COLLECTIONS**

**A. Payment of Fees**

Before any student is counted as enrolled, fees must be paid. Maintenance fees may be waived only in accordance with TBR Guideline B-060. 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. Fees shall be paid according to provisions provided in Policy No. 4:01:03:00 with the students being furnished a pre-numbered receipt.

**B. Depositing of Fees**

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. The assigned individual in the business office shall accept the fees and sign report verifying the accuracy of the count. The individual collecting the fees shall receive a copy of the verified report as a receipt. 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. A copy of the report detailing student names and fees collected, accompanied by a copy of the deposit slip shall be transmitted to the business office of the Lead Institution.

**C. Bad Check Collections**

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. Notice should be sent by the technology center 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. The technology center will have five (5) working days after the expiration of the ten (10) calendar days to pursue any additional collection efforts deemed necessary. Immediately after the five (5) working days, the student will be deleted if the check has not been redeemed in full. 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. Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.

### **III. REFUNDS OF FEES**

#### **A. Eligibility for Refunds**

1. Change in a full-time student's schedule which results in reclassification to a part-time student;
2. Change in a part-time student's schedule which results in a class load of fewer hours;
3. Voluntary withdrawal of the student from the school;
4. Cancellation of a class by the school; or
5. Death of the student.

Students administratively dismissed will not be eligible for refunds.

#### **B. Calculation of the Refund**

##### **1. Full Refund**

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

##### **2. Partial Refunds**

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

#### **C. Processing of Refunds**

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

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

resulting in the reduction of revenues from the appropriate fee account.

#### **IV. OTHER FEE AND CHARGE CONSIDERATIONS**

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

B. Fees established for general interest classes and activities shall be sufficient to cover the total cost incurred in providing instruction.

C. Agreements with public school systems to provide instruction to secondary students will include a provision to outline the specific fee(s) negotiated with the local school systems.

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

#### **Policy 3:04:01:01**

#### **Subject: Student Scholarships, Grants, Loans, and Financial Aid Programs at Tennessee Technology Centers**

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

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

A. All schools are hereby authorized to participate in any private, federal, or state programs providing financial aid, loans, scholarships, grants, and other forms of educational assistance to students. Schools must meet the eligibility requirements for participation and comply with all federal and state laws and regulations related to said programs.

B. In participating in educational assistance programs, schools shall comply with anti-discrimination laws. Schools may participate in privately funded educational assistance programs which provide preference on the basis of race, color, creed, sex, handicap, age, religious preference, veteran's status, or national origin in the selection of students or awards to students, but only where the aggregate of all such participation is non-discriminatory. Schools may participate in any educational assistance program provided by the federal government or the State of Tennessee for affirmative action or desegregation purposes.

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

##### **A. General Parameters**

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

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

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

#### B. Funding Sources for Scholarships and Grant Programs

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

#### C. Scholarships and Grant Programs

##### 1. Academic Scholarships

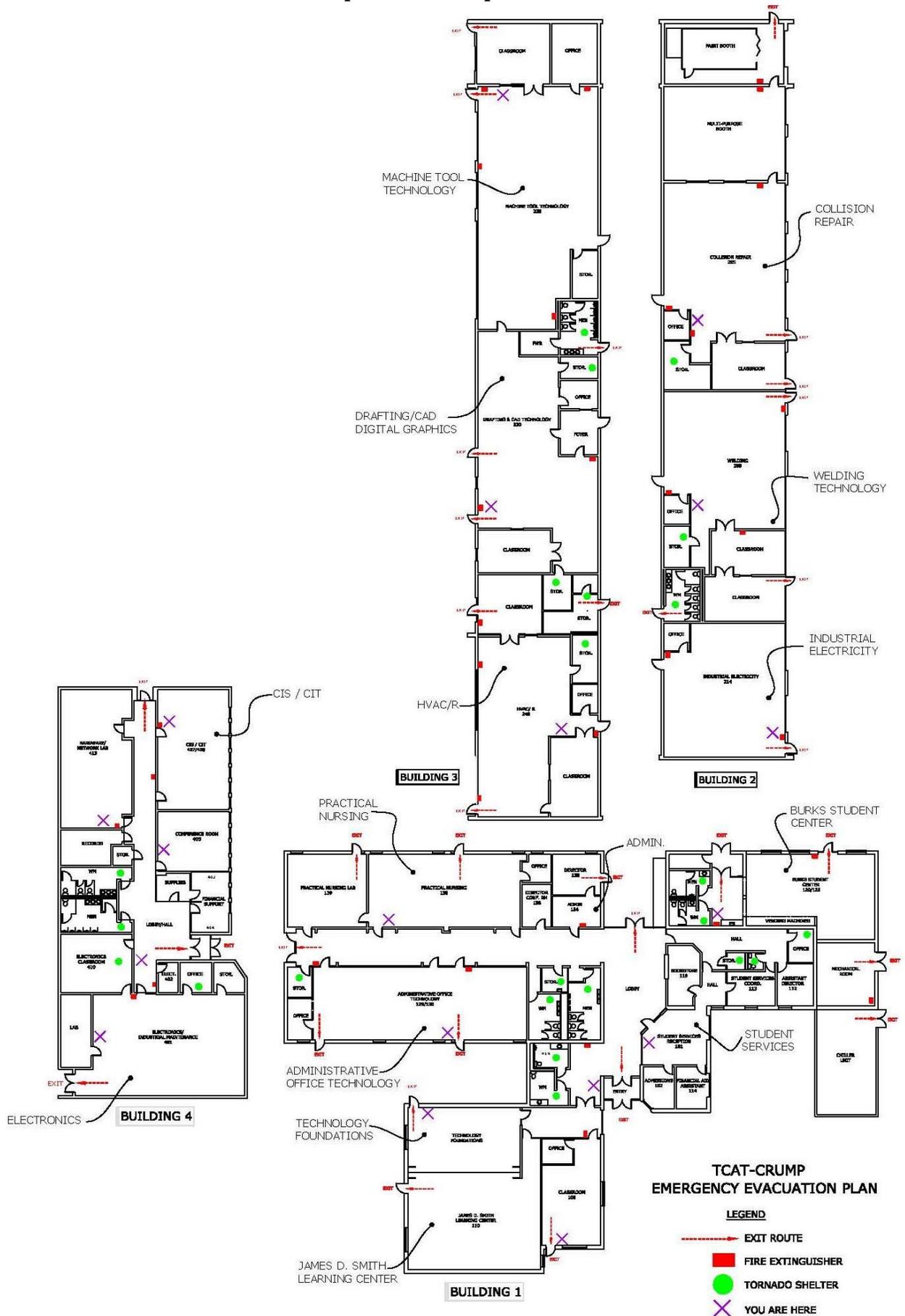
- a. Academic scholarship awards shall be limited to students who graduated from high school with a minimum high school average of B or the equivalent. Awards to GED students shall be based upon evidence of comparable scholastic ability. Schools may make exception to the requirements of this paragraph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

##### 2. School Grants

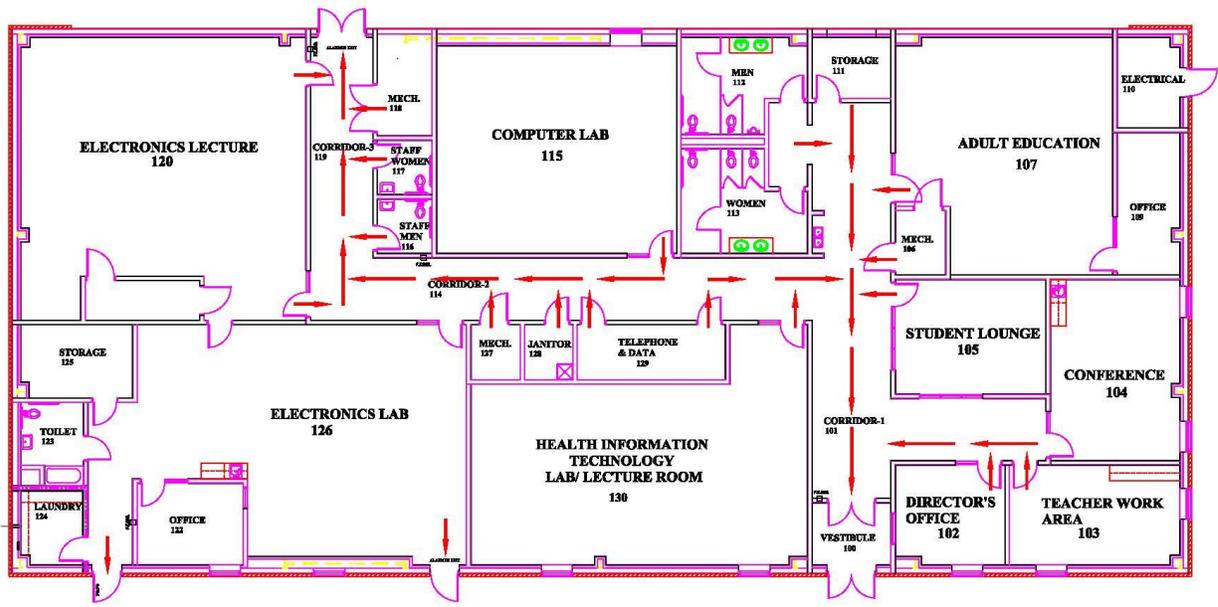
- a. School grants may be provided for meeting affirmative and minority recruitment goals.
- b. School grants may be provided for assisting handicapped, physically disadvantaged, and economically disadvantaged students.

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

# TCAT Crump - Main Campus Floor Plan



# TCAT Crump - Henderson/Chester Co. Instructional Service Center Floor Plan



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-  F.E.CAB. FIRE EXTINGUISHER CABINET

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Dale Sims, Vice Chancellor of Business and Finance  
Stephen Vieira, Interim Chief Information Officer  
David Gregory, Vice Chancellor for Administration and Facilities Development  
James King, Vice Chancellor for Tennessee Colleges of Applied Technology  
Mary Moody, General Counsel and Board Secretary  
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Wendy Thompson, Vice Chancellor for Org. Effectiveness and Strategic Initiatives  
Dr. Warren Nichols, Vice Chancellor for Community Colleges  
Rick Locker, Interim Communications Director  
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# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

**CRUMP**

## **Main Campus**

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

## **Instructional Service Center**

Henderson-Chester County Technology Center  
1449 White Avenue  
Henderson, TN 38340  
Phone (731) 989-0095

**[www.TCATCrump.edu](http://www.TCATCrump.edu)**