



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
MCMINNVILLE

241 Vo-Tech Drive | McMinnville, TN 37110  
Phone 931-473-5587 | Fax 931-473-6380  
<https://tcatmcminnville.edu>

# Student Handbook

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May 23, 2017

To view the Student Handbook on-line, visit the TCAT McMinnville website at:  
<https://tcatmcminnville.edu/current-students/student-handbookcatalog>

For more information about TCAT McMinnville graduation rates, the median debt of students who completed the program and other information, please visit our website at <https://tcatmcminnville.edu/programs>, select the program and select View Info beside Consumer Information.

*A Tennessee Board of Regents Institution*  
An Affirmative Action/Equal Opportunity Institution



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
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241 Vo-Tech Drive  
McMinnville, TN 37110  
Fax (931) 473-6380  
Fax (931) 473-3275

Dear Student,

Welcome to the Tennessee College of Applied Technology (TCAT) McMinnville. Since 1966, TCAT McMinnville has offered students first-rate career and technical education. Our emphasis is on post-secondary education focusing on exciting career areas by offering 10 programs of study with 9 of those offered as traditional on-campus and one through the distance education learning format. We offer Practical Nursing through both on-campus and hybrid distance learning. TCAT McMinnville also is the learning hub for the simulation lab for two other TCAT campuses. We provide state-of-the-art experience through simulation practices.

Your TCAT McMinnville experience will be rich with relevant, rigorous, stimulating, and challenging career and technical education. We are proud of our network with business and industry partners throughout the counties we serve and the state who advise and guide our programs to ensure that the training is aligned with the needs of the employers.

TCAT McMinnville is accredited by the Commission of the Council on Occupational Education (COE). Many of the programs are individually accredited by one or more professional accrediting, licensing and/or certification agencies.

Our highly qualified staff is committed to providing quality educational opportunities to meet our students' needs and the needs of business and industry. Employers throughout the counties and state recognize our TCAT McMinnville graduates as having the qualities and knowledge necessary for success on the job. Thank you for making us your first choice for training and success, and we look forward to working with you in meeting your educational goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Warren Laux".

Warren Laux, Ed. D  
Director

**A Board of Regents Institution**

## **Introduction**

The Tennessee College of Applied Technology - McMinnville is a modern training facility designed to simulate the occupational environment found in places of employment. The primary purpose of the institution is to meet more adequately the occupational and technical training needs of citizens and residents of the institution's service area; these include employees of existing or prospective industries and businesses.

TCAT McMinnville can prepare the individual, regardless of race, sex, physical or mental abilities, ethnic group, or economic station for employment and/or advancement in the world of work, as well as make a significant contribution to his/her intellectual and social development.

Efforts are made to update equipment and course content to provide educational experience necessary for an era of rapid technological change. The administration and instructional staff are comprised of skilled and knowledgeable personnel who are competent in an occupational field, as well as being proficient instructors.

TCAT McMinnville welcomes and encourages prospective students to visit and see the facilities available. High school students are invited to visit individually, with parents or friends, or in groups scheduled by the high school counselors.

## **Consumer Information**

For more information about TCAT McMinnville graduation rates, the median debt of students who completed the program and other information, please visit our website at <https://tcatmcminnville.edu>. Select the individual program under the Programs menus and View Info beside Consumer Information.

## **Orientation and Preregistration**

Orientation and preregistration is held prior to the start of each new trimester. Often numerous sessions are held to accommodate student and program needs. Practical Nursing and Hybrid Practical Nursing students have sessions of their own so that the Nursing Director may address issues and concerns particular to these programs.

The Coordinator of Student Services conducts orientation and preregistration sessions to allow students to complete forms necessary to entering their programs. Forms include Student Medical Information, Registration Authorization form, Student Enrollment Information, Certification of Student Receipt of School/IT Policies, Director Information Exclusion Form and Certification of Receipt of Financial Aid Policies. Students are given copies and briefed on the contents of the Student Handbook and the Drug Abuse and Alcohol Abuse Prevention Program.

Students are allowed to visit the programs they wish to enter. The Coordinator of Student Services encourages new students to meet with the instructors and current students and to see the facilities they will use. Students are introduced to the Student Services staff and given job descriptions by each member (Coordinator of Student Records and Financial Aid Coordinator).

The orientation and preregistration allows students to report for class on their first day of enrollment. Students are briefed on activities to expect including the registration process held at the start of each trimester.

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## **Student Identification**

Each student enrolled in full-time programs at TCAT McMinnville is issued photo identification and is required to wear the ID badge at all times while on campus.

## **IT Policies and Procedures**

All students that use computers on the campus agree to comply with the TCAT McMinnville and Tennessee Board of Regents Information Technology Policies and Usage Agreements. The rules and regulations specify guidelines for computer use. Students must read them carefully and ensure that they understand and agree to all parts. Use of TCAT McMinnville computers implies agreement with these terms.

Students that violate this policy are subject to disciplinary processes and procedures and may result in loss of their computing privileges. Illegal acts involving computing resources may also subject violators to prosecution by local, state, and /or federal authorities.

A complete copy of the Tennessee College of Applied Technology - McMinnville IT Policies and Procedures is available on the College website. It is the responsibility of each student to review the IT Policy.

## **Philosophy and Purpose of the Institution**

The basic philosophy of the Tennessee College of Applied Technology - McMinnville (TCAT McMinnville) is that every citizen should have the privilege and opportunity to reach as high a station in life as he/she is capable of reaching and desires to reach. Recognizing that all people do not have the same background, abilities, or desires, TCAT McMinnville treats students as individuals. Individualized instruction is utilized to the maximum extent appropriate in most programs. Our school policy provides that a student may enter a program when a vacancy occurs, start training at his/her own level, and progress to the desired level within the customary completion length and limitations of the school. Individualized instruction provides the student with the highest quality instruction possible in the occupational area of his/her choosing.

The philosophy provides that the mere development of specific skills and knowledge in an individual is not sufficient. Desirable worker characteristics are emphasized to instill character development, good work habits, reliability, honesty, and respect for authority needed for a productive society.

## **Mission Statement**

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

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

The primary purpose of TCAT McMinnville is to meet more adequately the occupational and technical training needs of residents of this geographic area as well as business and industry. TCAT McMinnville fulfills this purpose by providing instructional programs to train or retrain persons for employment. Programs are designed to enhance skills and knowledge of workers already employed.

TCAT McMinnville 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.

All persons availing themselves of this opportunity for training are expected to fulfill their

commitments to utilize the facilities provided and make satisfactory progress in their preparation for employment. In addition, each student will abide by the policies necessary to ensure that all training achieves its intended purpose in an efficient and safe manner.

Efforts are made to update equipment and course content to provide educational experience necessary for an era of rapid technological change. The 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 factory service schools, state directed workshops, field trips, and university courses.

TCAT McMinnville graduates should not be expected to compete with journeymen who have developed skills and experience on the job. Usually, they are considered for entry-level employment in their respective occupation.

### **Notice to Students**

The course offerings and completion requirements of the Tennessee College of Applied Technology-McMinnville are continually under examination and revision. The college's Course Catalog and Student Handbook present the offerings and completion requirements in effect at the time of publication, but are no guarantee that they will not be changed or revoked. Adequate and reasonable notice will be given to students affected by any changes. The catalog and handbook are not intended to state contractual terms and do not constitute a contract between the student and the institution. Students are expected to read and abide by the material in this handbook.

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

Current information may be obtained from the following sources:

Admissions Requirements	-	Office of Student Services
Course Offerings	-	Department offering course
Completion Requirements	-	Office of Student Services
Fees and Tuition	-	Office of Student Services
Financial Aid	-	Office of Student Services

TCAT McMinnville provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty, who, in the opinion of the school, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is also contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. The school does not warrant or represent that any student who completes a course or program of study will



necessarily acquire any specific skills or knowledge, or will be able to successfully pass or complete any specific examination for any course, degree, or license.

## **Personal Appearance**

Most employers will not employ persons with inappropriate appearance. TCATM administration takes the position that each student is here for the sole purpose of preparing for a career in a technical field. Proper attire is expected. Students are not allowed to wear hoodies or any clothing bearing offensive material. Modesty is expected and attire should be suitable to the field of training. In some cases uniforms are required. Presenting a work-like and neatly dressed appearance makes the task of finding and securing employment much easier. The TCAT aim is to make the educational experience as much like a well-managed industrial establishment as possible.

## **Attitude**

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

## **Projects**

All projects must be selected with the approval of the instructors involved. Each project is a learning project for the student to gain knowledge and skill; therefore, the work performed is that of the student and does not carry any guarantee. TCAT McMinnville may perform services to public non-profit agencies, persons employed by the Tennessee Board of Regents and current TCAT McMinnville students. Live work agreement forms must be completed on all projects accepted. Anyone accepting pay for live work performed is subject to dismissal. Persons requesting service must agree to the following:

1. Authorize the performance of work on the described project.
2. Furnish all repair parts and/or supplies which, in the judgment of the instructor, are needed.
3. Authorize the testing and/or supplies which, in the judgment of the instructor, are needed.
4. Release the TCAT McMinnville (personnel and students) from any liability for damage which may result from the project (fire, theft, accidents, etc.).
5. Provide proof of ownership of the item if requested by administration.
6. A live work fee, no less than \$5.00, will be charged to all students requesting live work. Additional fees may be incurred depending on the project.

## **Bookstore and Concession Area**

A bookstore and a concession area are provided for the convenience of students and staff. Textbooks and classroom supplies may be purchased at the bookstore. Students are expected to exhibit appropriate conduct while in the bookstore and concession area.

## **Annual Crime on Campus Report: Campus Security Report**

The following is excerpted from the annual Campus Security Report for TCAT McMinnville for the year 2015. The Office of Assistant Director prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report can also be accessed on the TCAT McMinnville website at <https://tcatmcminnville.edu>. This report contains security policies, procedures, and guidelines. Crime statistics for the period of 2013-2015 are included in the report. These statistics are based on incidents reported at the Main (only) campus location. You may request a paper copy from the Office of the Assistant Director on the TCAT McMinnville campus located at 241 Vo-Tech Drive, McMinnville, TN 37110.

### **Crime Statistics: Statement Concerning Law Enforcement**

The TCAT does not have security personnel and is not authorized as a law enforcement agency. Instead, the institution utilizes local law enforcement agencies as deemed necessary in the event that criminal activity occurs or is suspected. The following is a list of TCAT campuses along with the law enforcement agency with jurisdiction over each one:

- The main campus is located in the City of McMinnville and is under the jurisdiction of McMinnville City Police Department, 204 Red Road #100, McMinnville, TN 37110, Phone: 931-473-3808.
- Warren County Sheriff Department, 108 Security Circle, McMinnville, TN 37110, Phone: 931-473-7863.

### **Crime Statistics**

The TCAT has published the crime statistics described in 34 CFR 668.46(c) for the last three reporting periods for all campuses on its website at <https://tcatmcminnville.edu>.

### **How to Report Criminal Offenses**

To report an emergency, always dial 911. To report a crime to the local law enforcement agency, contact the numbers listed below depending on your campus location. Any suspicious activity or person seen in the parking lots or loitering around vehicles and inside buildings should be reported to the Assistant Director.

### **Law Enforcement Agency Contacts by Campus Location**

McMinnville Campus: McMinnville City Police, 931-473-3808, or Warren County Sheriff Department, 931-473-7863.

## **Campus Security Authorities**

In addition to reporting crimes to local law enforcement, a crime may be reported to any institutional campus security authority (CSA). The CSA's for TCAT McMinnville are listed:

Warren Laux, Director, [warren.laux@tcatmminnville.edu](mailto:warren.laux@tcatmminnville.edu), (931) 473-5587, ext. 225

Marvin Lusk, Assistant Director, [marvin.lusk@tcatmminnville.edu](mailto:marvin.lusk@tcatmminnville.edu), (931) 474-5587, ext. 285

Mike Garrison, Coordinator of Student Services, [mike.garrison@tcatmminnville.edu](mailto:mike.garrison@tcatmminnville.edu), (931) 473-5587, ext. 235

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the TCAT Director or campus management, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the campus intercom, email/computer systems.

Anyone with information warranting a timely warning should report the circumstances to Warren Laux, 473-5587, ext. 225; Marvin Lusk, 473-5587, ext. 285; or Mike Garrison, 473-5587, ext. 235.

## **Preparation of Disclosure of Crime Statistics**

The Assistant Director prepared this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report can be located on our website at <https://tcatmminnville.edu>. The report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Campus crime, arrest, and referral statistics include those reported to the campus officials and local law enforcement agencies. Upon completion of the Annual Security Report, an email notification is made to all enrolled students, faculty, and staff that provides the website to access this report. Copies of the report may also be obtained at the Assistant Director Office located in Room 100D Administrative Building or by calling (931) 473-5587, ext. 285.

## **Voluntary Confidential Reporting of Crimes**

TCAT McMinnville does not have procedures for voluntary, confidential reporting of crime statistics, except in cases of sexual misconduct. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the appropriate disciplinary committee for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued. All reports will be investigated.

TCAT McMinnville encourages anyone who is the victim or witness or has knowledge of any crime to promptly report the incident. The confidentiality of persons reporting criminal activity can be requested and will be respected when possible but cannot be ensured pending the nature of the crime reported.

## **Security and Access**

During business hours, the college will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key, if issued. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the person responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

Safety and security have been considered in the landscape and lighting of the campus. Any maintenance needs are reported to Assistant Director Marvin Lusk. Any identified security concern will be evaluated by Marvin Lusk, who serves as facilities manager. These evaluations examine security issues such as landscaping, locks, alarms, lighting, and communications.

## **Campus Law Enforcement Authority**

TCAT McMinnville staff members do not possess arrest power. Criminal incidents are referred to the local law enforcement agencies that have jurisdiction on the campuses. The TCAT personnel maintain a highly professional working relationship with the local law enforcement agencies in the communities of each campus location. All crime victims and witnesses are strongly encouraged to report the crime to a CSA and the appropriate police agency immediately. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **Memorandum of Understanding (MOU) with Local Law Enforcement**

The TCAT McMinnville staff at each campus location maintains a close working relationship with their local law enforcement agencies. There is a written memorandum of understanding between TCAT McMinnville and law enforcement agencies in the Assistant Director's office.

## **Encouragement of Accurate and Prompt Crime Reporting**

The campus community (students, faculty, and staff) are to report any criminal behavior or suspected criminal acts promptly to administration (Director, Assistant Director or Coordinator of Student Services) or any designated CSA for investigation. In the event an emergency is occurring, call 911 to obtain immediate assistance from local law enforcement agencies, and then contact Campus Administration. It is a core objective of TCAT McMinnville to maintain a safe environment for the entire population and public visitors. To ensure this, each person must take the proper reporting of criminal activity seriously and act promptly.

All incident reports are forwarded to the Administration Office for review and potential action. Local law enforcement will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to Student Services and/or human resources.

If you are the victim of a crime and do not want to pursue action within the college system or the

criminal justice system, you may still want to consider making a confidential report. With your permission, the law enforcement agency can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, TCAT McMinnville can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the institution's annual crimes statistics.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Administration, TCAT CSA's, or City or County law enforcement in a timely manner. Your promptness in reporting a crime increases the chance of the suspect being apprehended and preventing future criminal activity.

### **Annual Crime Report Statement**

The campus crime statistics are furnished pursuant to the Student-Right-to-Know and Campus Security Act and should be incorporated with previously published and distributed statistics, security policies, and procedures. Additional copies of the complete crime statistics report are available at Student Services upon request. Also, information can be found on the Tennessee Bureau of Investigation (TBI) website at <https://www.tn.gov/tbi>.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the TBI concerning sex offenders employed, enrolled, or volunteering at this institution at Student Services. Information is also available on the TBI's website listing of sex offenders located on the internet at <https://www.tn.gov/tbi/topic/sex-offender-registry-search>.

### **Hate Crimes**

The Higher Education Opportunity Act added changes in the reporting of hate crimes beginning July 2010. Therefore, during orientation discussion sessions are held regarding the reporting of larceny/theft, simple assault, intimidation and damage/vandalism of property, when the crime is committed in the context of a hate crime. In addition, TCATM reports all hate crimes that result in bodily injury.

### **Sexual Harassment**

During orientation, sexual harassment and campus security are discussed. Any information Student Services receives on sexual assault will be displayed on bulletin boards. The McMinnville Police Department offers sexual assault education and information programs to students and employees upon request. Students who are a victim of a sexual assault on campus, should make getting to a place of safety their first priority. The victim should then obtain necessary medical treatment. TCAT McMinnville strongly encourages that a victim of sexual

assault report the incident in a timely manner. Time is a critical factor for evidence and preservation. An assault should be reported directly to the Assistant Director or the Student Services Coordinator. Filing a report will ensure that a victim of sexual assault receives the necessary medical treatment and tests; provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later; and assure the victim has intervention. Once reported, the Assistant Director or Student Services Coordinator will investigate the alleged assault. The findings will be discussed with the Director and proper disciplinary sanctions will be given. Possible disciplinary sanctions are listed in the Student Handbook. A victim of sexual assault may choose to contact local authorities to pursue prosecution. This decision is left up to the individual.

## **Campus Sex Crimes Notice**

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the TBI sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a “sexual offender” means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is, or has been, convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offender” means: the commission of acts including, but limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the TBI concerning sex offenders employed, enrolled or volunteering at this institution at Student Services. Information is also available on the TBI’s website listing of sex offenders located on the internet at <https://www.tn.gov/tbi/top/sex-offender-registry-search> .

## **Public Law 93-380/Privacy Rights Act**

TCAT McMinnville adheres to the guidelines developed by the Department of Education regarding the privacy rights of parents and students. Access to official records is provided to students and parents of dependent students as they relate to them. Personal identifiable information will not be disseminated without the student's consent.

## **Policy on Affirmative Action**

The Tennessee College of Applied Technology - McMinnville is dedicated to the ideas, principles, and policies of Title IV of the Civil Rights Act of 1964. The institution offers equal opportunity for admission into the educational programs and employment to all qualified persons without regard to race, color, religion, sex, national origin, or age so long as the student has an employment objective and can benefit from the instruction. The assistant director is the TCAT McMinnville Affirmative Action Coordinator.

## **Non-Discrimination Statement**

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

Marvin Lusk, Assistant Director  
TCAT McMinnville  
241 Vo-Tech Drive  
McMinnville, TN 37110  
(931) 473-5587  
[marvin.lusk@tcatmcminnville.edu](mailto:marvin.lusk@tcatmcminnville.edu)

## **Sex Discrimination, Harassment and Assault**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. All federal agencies that provide grants of assistance are required to enforce Title IX. The U.S. Department of Education gives grants of financial assistance to schools and colleges and to certain other entities, including vocational rehabilitation programs.

Examples of the types of discrimination that are covered under Title IX include sexual harassment, assault and sex discrimination; the failure to provide equal opportunity in athletics; discrimination in a school's science, technology, engineering and math (STEM) courses and programs; and discrimination based on pregnancy.

In 2013, the U.S. Department of Education began to weigh in on transgender issues and in 2014, the Department issued guidelines asserting that transgender students are protected from gender discrimination under Title IX.

**By Definition:** A transgender person is one who identifies with a gender different from the one marked on his or her birth certificate. For example, a person born as a female, but who identifies

as a male, is considered transgender.

For more information, please contact:

Marvin Lusk, Title IX Coordinator  
Room 100D  
(931) 5587, Ext. 285

## **Support of the Americans with Disabilities Act**

The Tennessee College of Applied Technology-McMinnville supports and complies with the Americans with Disabilities Act of 1990 by making all reasonable efforts to meet the needs of students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting possible. This commitment is consistent with the TCAT McMinnville's obligations under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). Together, these laws prohibit discrimination against qualified persons with disabilities.

All students seeking assistance through Disability Services must disclose the presence and nature of a specific disability to the Coordinator of Student Services. Before receiving requested accommodations, students may be required to obtain documentation of disability. Documentation may include records or written statements from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question--a physician, optometrist, audiologist, physical or occupational therapist, psychologist, etc.

While programs are designed to minimize restrictions, prospective students should read course descriptions to ensure capabilities match standards.

## **Adherence to and Support of Title IX**

The Tennessee College of Applied Technology-McMinnville adheres to and supports Title IX. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. It is one of several federal and state anti-discrimination laws that define and ensure equality in education. The regulations implementing Title IX (34 C.F.R. § 160.1 et seq.) prohibit discrimination, exclusion, denial, limitation, or separation based on gender. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. 20 U.S.C. § 1681.

## **Drug-Free Campus**

The use of illicit drugs and the abuse of alcohol are associated with many health risks including



organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death. It is the policy of the Tennessee College of Applied Technology - McMinnville that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the TCAT McMinnville campus, on property owned or controlled by the Tennessee College of Applied Technology - McMinnville, or as part of any activity of TCAT McMinnville is strictly prohibited. All students are subject to applicable federal, state and local laws related to this matter. Any violation of this policy will result in disciplinary actions.

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, deliver or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substances involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus or, 2) distribution to persons under 21 years of age.

Tennessee College of Applied Technology - McMinnville will impose the appropriate sanction(s) on any student who fails to comply with the terms of this policy. Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- Warning
- Reprimand
- Probation
- Suspension
- Expulsion
- Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
- Referral for prosecution

Student Services personnel are available to assist and make referrals to the appropriate agencies that can assist students needing help. Local agencies include:

<b>Agency</b>	<b>Phone No.</b>
Cheer Mental Health	(931) 473-9649
Centerstone	(931) 461-1300
Generations	(931) 815-1212

## **Mandatory Alcohol Abuse and Sexual Assault Prevention Training**

TCAT McMinnville has partnered with EverFi, whose mission is to help students, faculty, and staff address critical life skills such as alcohol abuse prevention and sexual assault prevention in higher education institutions across the country. As part of the comprehensive prevention program, TCAT McMinnville expects students to complete Haven training. This online education will provide critical education on sexual harassment, connect students with support resources, discuss factors that contribute to sexual and relationship violence, and empower students to become a leader in prevention.

Because TCAT McMinnville endorses positive attitudes and behaviors, the prevention messages within Haven are consistent with existing values and norms. Students learn the definition and characteristics of assaults, as well as the prevalence of sexual assaults on the higher education campus. Haven seeks to address common misperceptions related to sexual assault: what it is, how often it happens, who it happens to, and who perpetrates and how. The training provides an overview of content areas: importance of values; aspects of unhealthy relationships; gender socialization; sexual assault; consent; bystander intervention; and ongoing activism.

An institutional complaint can be filed directly with either or both of the following: Title IX Coordinator Marvin Lusk, Administrative Building, Room 100D, (931) 473-5587, ext. 285; Student Services Coordinator Mike Garrison, Administrative Building, Room 106, (931) 473-558, ext. 235. If the victim chooses to report an incident of sexual misconduct in a confidential manner, the victim can report the incident to La Wanna Slatten, Cheer Mental Health, (931) 473-9649, who is a licensed counselor and is required by law to maintain confidentiality of the victim. The victim can also choose to contact local law enforcement agencies: McMinnville Police Department, (931) 473-3808, or Warren County Sheriff's Office, (931) 473-7863.

## **Drug Abuse Prevention Program**

The TCAT McMinnville Drug Abuse Prevention Program addresses three major concerns:

1. The maintenance of an environment in which students can learn,
2. Help for students and personnel whose development or performance is threatened by the abuse of alcohol or drugs, and
3. The enforcement of policies and laws regarding possession or use of drugs or alcohol on campus.

Criminal activity and disruptive behavior must be controlled. However, individuals in need of treatment to early intervention should be referred to an appropriate program. In addition to

responding effectively to alcohol and drug problems, the TCAT seeks cooperation of local agencies and organizations in efforts to prevent the problems and encourage alternatives.

The Drug Abuse Prevention Program is designed to accomplish the following:

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

### **Accreditation**

TCAT McMinnville is accredited by the Commission of the Council on Occupational Education. COE may be contacted at the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. (800) 917-2081 / (770) 396-3790 (fax). The email address is [www.council.org](http://www.council.org).



### **Minors on Campus**

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

### **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 decision could result in the inability to successfully complete the requirements of the student's program of study. Additionally, a criminal background may prevent licensure or employment.

### **Voter Registration**

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

## **Selective Service Registration**

All persons who are required to register for Selective Service under 50 U.S.C. App. Section 453 must do so before being accepted for enrollment at any post-secondary institution, including the Tennessee College of Applied Technology - McMinnville. 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. Additional requirements can be found at: <https://www.sss.gov> .

## **Gainful Employment Information**

More information about TCAT McMinnville graduation rates, the median debt of students who completed the program, and other important information, is available at the website [www.tcatmcminnville.edu](http://www.tcatmcminnville.edu) under Programs and Full-Time Programs.

## **Advisory Committee**

An institutional advisory committee composed of interested business, industry, and community leaders plays an important role in TCAT McMinnville by providing information and recommendations which may assist the administrative staff in making decisions favorable to the effective operation of the school. The school also utilizes occupational advisory committees that aid the instructional staff in assessing the needs of the students, business and industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas.

## **Faculty Qualifications**

All instructors have a wide range of experience in their respective fields. The institution certifies them as teachers on the basis of their technical competence and professional training. A continuing program of supervision and teacher training is provided to keep the teachers current on trends, new developments, ideas, materials, teaching aids, and equipment in their respective areas of specialization in vocational education.

## **History**

The Tennessee College of Applied Technology - McMinnville enrolled its first students in July 1966 as the McMinnville State Area Vocational-Technical School. Legislation enacted by the 1963 Tennessee General Assembly authorized the State Board of Education to plan and construct a network of vocational-technical schools geographically located so that every citizen in Tennessee would be within commuting distance to one of the schools. The system eventually included 27 area vocational-technical schools. The McMinnville School was located to serve all or parts of a seven-county region in Eastern Middle Tennessee. The counties include Warren, White, DeKalb, Cannon, Coffee, Grundy, Sequatchie, and Van Buren. The Warren County location and plans for the McMinnville School were approved in 1964.

The teaching facility has been expanded three times. Four classrooms and two shops were added in 1969 and a third shop was completed in 1974. An outside storage building was constructed in 1988. In 1994, the Tennessee General Assembly earmarked funds for each Technology Center to upgrade classroom training equipment, facility renovation, and expansion. Facility renovations included a new boiler system, air conditioned shops, electrical wiring and plumbing, electrical lighting fixtures, painting, and 5,000 square feet of additional classroom space and staff lounge. Also included in the renovation was a handicap accessible restroom for men and women located central to shop areas.

The Tennessee General Assembly passed legislation in 1994 to change the name of the institution to the Tennessee Technology Center at McMinnville.

In July 2013, in recognition of the role and service provided by the institution of higher education, the Tennessee General Assembly changed the name to Tennessee College of Applied Technology – McMinnville.

### **No Smoking Policy**

Under provisions of the Non-Smoker Protection Act, signed by Governor Phil Bredesen and effective on October 1, 2007, smoking is prohibited inside buildings of the Tennessee College of Applied Technology - McMinnville. Further, smoking is prohibited on campus, except in designated areas, which are at least 50 feet from any entranceway.

Penalties for violations are as follows:

1. A person who knowingly smokes in an area where smoking is prohibited is subject to a civil penalty of \$50.
2. Students who violate this state law are also considered in violation of TCAT McMinnville student conduct policy and are subject to its penalties.
3. Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:
  - Warning
  - Reprimand
  - Probation
  - Suspension
  - Expulsion and/or
  - Referral for prosecution.
4. Dumping of ash trays (cigarette butts, ashes, etc.) in parking lots, sidewalks and lawns is also prohibited.

### **Smoking on Campus**

1. There is No Smoking allowed anywhere on campus (including inside vehicles or in parking lots) except at the two designated smoking areas:
  - At the end of West student parking lot at the Shelter.
  - At the end of the East parking lot across from the Automotive Technology shop at the Shelter.

2. Receptacles are provided for the disposal of cigarette butts and tobacco products. All persons are expected to properly dispose of their cigarette butts.
3. The dumping of ash trays (cigarette butts, ashes, etc.) and the disposal of trash in parking lots, on sidewalks, and on lawns are prohibited.
4. Smoking on campus is a privilege, not a right. Smoking on campus could be prohibited at any time due to the noncompliance with these policies.

### **Courses of Study Available**

<b>Class</b>	<b>Length</b>
Administrative Office Technology .....	3 Trimesters
Automotive Technology .....	5 Trimesters
Computer Information Technology .....	3 Trimesters
Electronics Technology .....	5 Trimesters
Industrial Electricity.....	4 Trimesters
Industrial Maintenance .....	4 Trimesters
Machine Tool Technology .....	5 Trimesters
Practical Nursing.....	3 Trimesters
Technology Foundations.....	Variable
Welding.....	3 Trimesters

*In addition to the above programs, TCAT McMinnville offers supplemental training for both individuals and employers. This training varies in length and content depending on local demands.*

### **Schedule of Classes**

Daytime classes normally begin at 8 a.m. and conclude at 2:30 p.m. The instructor schedules a 10-minute break in the morning and a 30-minute lunch break sometime between 11:30 a.m. and 12:30 p.m.

Students in a clinical rotation observe a schedule determined by the instructor and the clinical faculty.

### **Alert Emergency Notification System**

TCAT McMinnville is implementing an Alert Emergency Notification system using Rave Mobile Safety. Students are asked to provide information including Badge ID Number, First Name, Last Name, Campus Email Address and Mobile Phone number to ensure students receive emergency alerts. All information is required.

# TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

TCAT - McMinnville

2016

Approved: 

## SPRING TRIMESTER

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

## SUMMER TRIMESTER

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

## FALL TRIMESTER

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

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

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

\*Calendar revised to reflect Monday, May 9, 2016 as a student holiday to accommodate the Career Awareness Day for Warren County 7th graders hosted by TCAT McMinnville, MSCC, and TTU. The last day of the summer trimester will be August 25.

# TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

## TCAT - McMINNVILLE

2017

### SPRING TRIMESTER

#### January

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

#### February

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

#### March

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

#### April

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

### SUMMER TRIMESTER

#### May

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

#### June

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

#### July

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

#### August

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

### FALL TRIMESTER

#### September

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

#### October

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

#### November

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

#### December

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

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

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



## **TCAT eCampus Online Program Support**

Students enrolled in the TCAT eCampus program that use TCAT McMinnville as their home campus are subject to applicable standards and rules as stated in this handbook. Each eCampus student is emailed a link to the Student Handbook accessible from the website: [www.tcatmcminnville.edu](http://www.tcatmcminnville.edu). The TCAT eCampus program provides both certificate/diploma programs and non-credit programs. More information about the TCAT eCampus program is available at [www.tnecampus.org](http://www.tnecampus.org).

### **Online Program Support**

1. Fixed opening and closing of the term.
2. TCAT Central Office (Nashville) is responsible for all operation and management.
3. Students select their home school or campus.
4. Students register for all their courses at the home school or campus.
5. Home school or campus monitors enrollment.
6. All new students entering certificate or diploma programs will meet the New Student Orientation.
7. Students must complete all modules during the Orientation open period.
8. Students cannot take online and switch to on-ground during the same trimester.
9. Books are available online through the TN eCampus website: <http://www.tnecampus.info/virtual-bookstore>.
10. Students have access to their class 24 hours a day, seven days a week.
11. Students have technical support 24/7 provided by TN eCampus.
12. Students must pay at the time of registration, if not the student forfeits his or her space in class.
13. Students will follow their home school's on-ground policies including refund and grading policies.

### **Sign on Information**

Students should log on to their classes the first day of the trimester. Students will not be able to log in to their classes early. To view directions for logging on to their courses, students should

visit <http://www.tnecampus.info/d2l-course-login> and select “Tennessee Colleges of Applied Technology.”

#### TN eCampus Trimester Fee Schedule

Hours	Fee
*1 – 40	\$247
*41 – 80	333
*81 – 135	502
136 – 217	829
218 – 340	1376
341 – 432	1538

Fees are subject to change each September.

### **On-campus Curriculum**

Specific course offerings in the school are based primarily upon the staffing needs and employment opportunities in the region. The total program is planned to provide the type of training that leads directly to employment, or that assists the employed worker to improve skills and increase technical knowledge. The technology center fulfills this objective by providing training through four types of programs.

**Full-Time Preparatory Training** is designed to prepare persons for employment in specific or closely related occupations. The full-time preparatory program is offered on a six-hour per day basis. Length of training ranges from a few weeks to 20 months depending upon the entrance requirements of the occupation.

**Part-Time Preparatory Training** is designed to prepare persons for employment in specific or closely related occupations. The part-time preparatory program is offered on a less than full-time basis. The length of training ranges from a few months to four years depending upon the entrance requirements of the occupation.

**Special Training** is designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary to present employment. The length of special courses varies from two to several weeks. Content 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.

**Special Industrial and Public Service Programs** are offered to business and industry. These classes can be conducted in the school or the place of employment of the enrollees. Specialized intensified courses to meet specific requirements of industry may be offered when the need arises.

## Administrative Office Technology

C.I.P. Code 32-52040200

The mission of the Administrative Office Technology (AOT) program is to serve as the premier supplier of quality administrative office technology training and workforce development in the local service area. The AOT provides technical training through traditional and distance instructional delivery systems to enable students to become successful in the administrative, accounting, and medical administrative support fields. Interpersonal skills and professional attitudes are taught along with computer skills and office procedures.

The classroom simulates an office environment. Each student is assigned a personal workstation and interacts with the instructor and other students as he/she would with a supervisor and co-workers. Students have the opportunity to work and experience extensive “hands-on” training with modern office equipment and computer software.

Each phase of the program has been carefully structured so that every student may reach the maximum skill level regardless of whether or not the student has had prior office training

Course length (432 to 1296 clock hours)

General Office Assistant	432 hours/Certificate
Office Software Specialist	864 hours/Certificate
Administrative Assistant	1296 hours/Diploma
Accounting Assistant	1296 hours/Diploma
Medical Administrative Assistant	1296 hours/Diploma

### Cost for Administrative Office Technology

*Tuition	\$1139/trimester
*Technology Access Fee	\$67/trimester
*Activity Fee	\$10/trimester
Books and Supplies (approximately)	\$1895 - 2090 (total)

**\*Fees subject to change each September.**

## Automotive Technology

C.I.P. Code 29-47060400

The aim of this program is to provide trainees with a thorough understanding of the methods of servicing and repairing automotive vehicles. Trainees are taught to use the proper factory-approved methods of servicing, repairing, and maintaining vehicles. Training includes learning to make proper diagnosis using test equipment, hand tools, special equipment, precision measuring tools, and service manuals and specifications.

Training in automotive technology is designed to give students skills and technical knowledge which will prepare them for entrance into the automotive field. Units of instruction include training in the National Automotive Technicians Education Foundation (NATEF) certified program, math, and the eight areas of A.S.E. certification: engines, electrical systems, climate control, engine performance, brakes, chassis, powertrains and transmissions.

This program is divided into eight instructional units as developed by the National Institute for Automotive Service Excellence. A certificate may be awarded at the successful completion of each unit.

Program completion time will vary with the individual student depending upon past experience, education, aptitude, and the desired skill level to be attained.

Course length (180 to 2160 clock hours)

Brake Technician	180 hours/Certificate
Suspension and Steering Technician	180 hours/Certificate
Engine Repair Technician	216 hours/Certificate
Manual Drive Train and Axles Technician	180 hours/Certificate
Electrical/Electronic Systems Technician	508 hours/Certificate
Heating and Air Conditioning Technician	162 hours/Certificate
Automatic Transmission/Transaxle Technician	216 hours/Certificate
Engine Performance Technician	518 hours/Certificate
Automotive Technician	2160 hours/Diploma

Cost for Automotive Technology

*Tuition	\$1139/trimester
*Activity Fee	\$10/trimester
*Technology Access Fee	\$67/trimester
Access Code, Tools, and Uniform (approx.)	\$1800 (first trimester)

**\*Fees subject to change each September.**

The goal of the Computer Information Technology Program is to inspire and educate our students by equipping them with the concepts, skills and work ethics required to meet the vocation-related challenges of today and tomorrow.

We accomplish this by providing training in the use of technologically-current operating systems, application software, and hardware. By providing resources, expertise, and opportunities for on-going learning about computing and information technology, and by training graduates who are equipped to research and solve the outstanding problems of information systems and their applications we help insure our students will become proficient with information and technology skills.

The Program consists of a combination of job simulated projects providing the student with realistic "hands-on" learning experiences. Students will be provided with a first-hand knowledge of the software, hardware, and operations of personal computers used in business and industry today.

Course length (432 to 1728 clock hours)

Desktop Technician	432 hours/Certificate
Security Specialist	864 hours/Certificate
Networking Technician	864 hours/Certificate
Computer Systems Support Specialist	1296 hours/Diploma
IT Specialist (Optional)	1728 hours/Diploma

Cost for Computer Information Technology

*Tuition	\$1139/trimester
* Activity Fee	\$10/trimester
*Technology Access Fee	\$67/trimester
Books and Supplies (approximately)	\$2965 (total)

**\*Fees subject to change each September.**

## ECG Technician

This is supplemental training and is NOT eligible for any Financial Aid.

Cross-trained health professionals are desirable health care employees. Adding ECG skills to your resume will enhance your health care skills and prepare yourself to take the National Healthcareer Association certification exam. ECG Technician is a comprehensive 40-hour program with lab and covers:

- Role of the ECG technician
- The ECG department functioning in a variety of health care settings (hospital, clinic, office, mobile service)
- Medical terminology related to electrocardiography
- Care and safety of patients, medical and legal aspects
- Anatomy and circulation of the heart and blood vessels
- The electrical conduction system of the heart (electric system) including cardiac cycle
- ECG strip analysis
- Normal rhythms, sinus bradycardia, sinus tachycardia
- Basic ECG interpretation, sinus and ventricular rhythms, asystole; reviewing examples of rhythms including recognizing artifacts and tracing problems
- Practice ECG tracings in a lab setting
- Preparing a patient for ECG 12 lead placement, interpretation, and troubleshooting

Course length (40 hours)

Award: Certificate of Supplemental Training for ECG

### Cost for Computer Information Technology

*Tuition	\$100
*Technology Access Fee	\$ 41
*Books and Training	\$100
Total Training Cost	\$241

**\*Fees subject to change each September.**

## Electronics Technology

C.I.P. Code 29-47010501

Students first learn the basics of electronics: direct and alternating current theory, semiconductor devices, digital techniques and circuitry, electronic components, electronic circuits, and the basics of microprocessors. The use of test equipment such as multimeters, oscilloscopes, function generators, and transistor testers is used in this area.

Advanced students learn to use ladder logic diagrams, schematics, and programmable logic controllers to control machining and manufacturing processes. Motors and motor controls are included in the study of Industrial Electronics.

Electives include fiber optics termination and testing, computer network structure, terminating and testing. Electronic security and fire alarms, as well as access control, closed circuit television, telephone systems, microcontroller circuit design, residential wiring, programming and documentation also will be studied.

Course length (432 to 2160 clock hours)

Electronics Assembler	432 hours/Certificate
Electronics Tester	864 hours/Certificate
Electronics Technician Apprentice	1296 hours/Diploma
Electronics Technician Apprentice with Electrician	2160 hours/Diploma
Electronics Technician Apprentice with Supplemental Training	2160 hours/Diploma

Cost for Electronics Technology

*Tuition	\$1139/trimester
*Technology Access Fee	\$67/trimester
*Activity Fee	\$10/trimester
Books and Supplies (approximately)	\$865 (total)

**\*Fees subject to change each September.**

The Industrial Electricity student will learn the National Electrical code and how it applies to industrial, commercial, and residential wiring. Among the topics that will be covered are motor control, variable speed drives, relay logic, transformers, service entrance panels, PLC's, and residential wiring.

Training equipment used include various meter types, common hand tools, conduit benders, motor control trainers, PLC trainers, assorted wiring devices, service entrance simulator, remote control hoist simulator, power tools, small robot, tachometer, and megger. Each student has his or her own computer with the necessary programs to learn about ac/dc, motors, and troubleshooting motor control systems, to name a few.

The course includes bookwork, computer, and hands-on training. The object of the course is to prepare the student to pass the state Limited License Electrician Test and be ready to enter the workforce.

Course length (432 to 1728 clock hours)

Electrician Helper	432 hours/Certificate
Electrician Apprentice I	864 hours/Certificate
Electrician Apprentice II	1296 hours/Diploma
Industrial Electrician	1728 hours/Diploma

Cost for Industrial Electricity

*Tuition	\$1139/trimester
*Technology Access Fee	\$67/trimester
*Activity Fee	\$10/trimester
Books and Supplies (approximately)	\$890 (total)

**\*Fees subject to change each September.**



The Industrial Maintenance program gives students general skills in a variety of areas common to industry. Cross training enables a student to have knowledge in several areas and not be limited to one field of expertise that could become outdated. Bringing multiple skills to the workplace enhances the employee's value to the employer. The industrial maintenance technician is responsible for the troubleshooting, disassembly, repair, and assembly of hydraulic, pneumatic, mechanical, and electrical systems on industrial machinery.

The curriculum consists of training in the following areas:

- **Welding:** The student is instructed in the common forms of welding and metal cutting procedures.
- **Electricity/Electronics:** Instruction covers introduction to electricity through Programmable Logic Controllers.
- **Mechanical Maintenance:** Students are trained in basic terms of maintenance through lubrication techniques, bearing maintenance and installation, pumps, gearing, etc.
- **Fluid Power:** The student will learn hydraulic and pneumatic fundamentals.

Supplemental training certificates may be given for specialized industry training. The individual training programs will determine supplemental certificate requirements.

Course length (432 to 1728 clock hours)

Industrial Maintenance Helper	864 hours/Certificate
Industrial Maintenance Technician	1728 hours/Diploma

Cost for Industrial Maintenance

*Tuition	\$1139/trimester
*Technology Access Fee	\$67/trimester
*Activity Fee	\$10/trimester
Books and Supplies (approx.)	\$1360 (total)

**\*Fees subject to change each September.**

## Machine Tool Technology

C.I.P. Code 29-48050100

The work of machine tool operators, machinists, industrial maintenance personnel, and related occupations requires skill in machining metal by machine tools such as milling machines, lathes, grinders, and drill presses, EMD plunger machines, and the ability to use precision measuring tools.

The course in Machine Tool Technology is designed to develop basic skills in machine tool operation and provide the student experience on a variety of machine tools similar to those which he/she will operate after graduation including computerized numerical controlled machines. Instruction is given in related blueprint reading, mathematics, precision measuring, and basic metallurgy and basic CAM software (Gibbs CAM, Solidworks, Feature CAM). Understand and Operate the 3D Printer will be added to the curriculum and offered within the next year.

Students will be tested with NIMS (The National Institute for Metal Working Skills) and acquire four certificates: Measurements, Material and Safety, Job Planning, Benchwork and Layout, CNC Milling Operator and CNC Lathe Operator.

Course length (432 to 1728 clock hours)

Production Machine Tender	432 hours/Certificate
Machine Setup Operator	864 hours/Certificate
General Machinist	1296 hours/Diploma
Machinist I	1728 hours/Diploma
CNC Machine Setup/Operate	Supplemental Certificate
CNC Milling Machine Setup and Operate	Supplemental Certificate
CNC Lathe Machine Setup and Operate	Supplemental Certificate
Gibbs Cam Programming	Supplemental Certificate

Cost for Machine Tool Technology

*Tuition	\$1139/trimester
*Technology Access Fee	\$67/trimester
*Activity Fee	\$10/trimester
Books, Supplies and Online CNC Training	\$1690 (approx. total)

**\*Fees subject to change each September.**

## Hybrid Practical Nursing

C.I.P. Code 31-51390100

The Practical Nursing student studies basic nursing skills and related subjects such as body structure and function, conditions of illness, nutrition, and medications. The clinical experience provides supervised nursing care of medical, surgical, obstetric, pediatric, and geriatric patients.

The practical nurse works under the supervision of the registered nurse or physician or as an assistant of the professional nurse. Classroom work and clinical experiences provide the graduate, who has completed all of the necessary requirements, eligibility to take the State Board of Examination for Practical Nursing.

The next class begins in January 2016. Persons may apply any time.

Also, potential students must pass two prerequisite classes: Nursing Math and Anatomy and Physiology.

The Hybrid Practical Nursing Program is not an online program but allows for more student scheduling flexibility with 51% of program studies completed on campus and 49% online. Students are on campus or working at clinical assignments two days each week.

Course length (1296 clock hours)

Practical Nurse	1296 hours/Diploma
*Tuition	\$1139/trimester
*Technology Access Fee	\$67/trimester
*Activity Fee	\$10/trimester
Practical Nursing Fee	\$100
Hybrid Fee	\$207
Books, Supplies, Uniforms, etc. (approx.)	\$2575 (total)

**\*Fees subject to change each September.**

This is supplemental training and is NOT eligible for any Financial Aid.

Phlebotomy is a highly respected and important medical career. Phlebotomists, who specialize in drawing blood, work in a variety of healthcare settings including hospitals, clinics, medical group practices, laboratories, and public health facilities.

This 48-hour program will enable you to become a crucial member of a medical team with skills necessary to obtain quality laboratory specimens in a variety of medical settings. Completing this course will gain you the technical knowledge required to assist you in passing the National Healthcareer Association (NHA) certification examination. Passing the course and the certification exam will give you the skills and knowledge needed to pursue a job that requires phlebotomy skills. Passing a background check may be required.

Course length (48 clock hours)

Award: Certificate of Supplemental Training for Phlebotomy

*Tuition	\$288
Books and Supplies	\$ 75
Total Training Cost	\$353

**\*Fees subject to change each September.**

## Practical Nursing

C.I.P Code 31-51390100

The Practical Nursing student studies basic nursing skills and related subjects such as body structure and function, conditions of illness, nutrition, and medications. The clinical experience provides supervised nursing care of medical, surgical, obstetric, pediatric, and geriatric patients.

The practical nurse works under the supervision of the registered nurse or physician or as an assistant of the professional nurse. Classroom work and clinical experiences provide the graduate, who has completed all of the necessary requirements, eligibility to take the State Board of Examination for Practical Nursing.

The next class begins in May 2017. Persons may apply any time.

Also, potential students must pass two prerequisite classes: Nursing Math and Anatomy and Physiology.

Course length (1296 clock hours)

Practical Nurse 1296 hours/Diploma

Cost for Practical Nursing

*Tuition	\$1139/trimester
*Technology Access Fee	\$67/trimester
*Activity Fee	\$10/trimester
Practical Nursing Fee	\$100/trimester
Books, Supplies, Uniforms, etc. (approx.)	\$2860 (total)

**\*Fees subject to change each September.**

The Welding Program provides students with the basic and advanced techniques of the welding procedures and processes common in industry. Specific operations such as grinding, flame cutting, metal preparation, and the use of tools and equipment related to welding are included. Instruction in related math, blueprint reading, physical properties of metal, effects of heat shrinkage, basic joint designs, structural shapes, material design, layout and fabrication is included. Basic electric arc, advanced electric arc, oxyacetylene cutting and welding, MIG, and TIG welding practices are taught using stainless steel, aluminum, and other metals.

Practical work experience prepares students in the safe use of welding equipment while emphasizing the four basic positions of welding: flat, horizontal, vertical, and overhead.

Welders may work indoors in metal-working shops or outdoors at construction sites. Industries that hire welders include heavy construction companies, metal fabricating plants, steel mills, auto assembly plants, auto repair shops, ornamental iron shops, barges, and shipyards. Certified welders, especially those certified in more than one process, will have good employment opportunities.

Course length (1296 clock hours)

Tack Welder	432 hours/Certificate
Shielded Metal Arc Welder	648 hours/Certificate
Gas Metal Arc Welder	972 hours/Certificate
Combination Welder	1296 hours/Diploma
*Tuition	\$1139/trimester
*Technology Access Fee	\$67/trimester
*Activity Fee	\$10/trimester
Welding Fee	\$100/trimester
Books, Supplies, etc. (approx.)	\$880 (total)

**\*Fees subject to change each September.**

## **Admission Requirements and Procedures**

The minimum age for enrollment is 18. Persons who have graduated from high school or passed the GED before their 18th birthday may also be enrolled.

The enrollment of high school students requires special agreement between the Tennessee Board of Regents and the local Board of Education.

### **Application**

Prospective students are urged to apply at any time. Steps in making application are as follows:

1. Contact the school at 931-473-5587 to obtain information and an application form.
2. Complete application and file it with TCAT McMinnville.
3. Discuss primary vocational objectives with a TCAT McMinnville counselor.
4. Submit an official high school/GED transcript and proof of immunization.
5. Career counseling and/or testing is available.

### **Immunization**

Each full-time enrollee must present proof of adequate immunization against measles, mumps, and rubella.

New, full-time students must show documented proof of two doses of Varicella (chicken pox). In addition, allied health students will be required to show proof of protection against hepatitis B prior to patient contact.

### **Credit for Previous Training**

Previous education and/or experience will be evaluated, and the student will be enrolled in training at his/her proficiency level. The time normally required for training will be shortened accordingly.

Training completed in technical institutes, colleges, and other institutions, including high schools, will be evaluated and applied toward completion requirements where applicable.

Military, industrial, and business courses or work experience will be evaluated toward the completion requirements where applicable.

The student must supply documentation and/or evidence of training or proficiency.

## Articulation

Students who have completed the diploma level programs are able to receive credit toward an Associate of Applied Science degree with a Business Technology major with a Professional Studies concentration. Students seeking to articulate credit must satisfy certain requirements as established by the Community Colleges, which evaluate prior credit request on an individual basis.

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 432 hours credit by demonstrating proficiency in the specific program area.

To receive more information, please check with Student Services.

## SkillsUSA

**Overview:** SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA helps each student to excel. SkillsUSA is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled and service occupations, including health occupations and for further education. Some 130 job categories, one-fourth of the U.S. occupational areas, are covered by SkillsUSA curriculum. Thousands of community service activities are conducted each year. SkillsUSA was formerly known as VICA (the Vocational Industrial Clubs of America).

**Membership:** More than 300,000 student and instructors join SkillsUSA annually, organized into more than 18,000 sections and 52 state and territorial associations. Combining alumni and lifetime membership, the total number served this year is more than 360,000. SkillsUSA has served more than 12.2 million members since its founding in 1965.

**Mission:** SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of America's skilled workforce through a structures program of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

**Partners:** In 2015, more than 18,000 teachers and school administrators served as professional SkillsUSA members and instructors. More than 600 business, industry and labor sponsors actively support SkillsUSA at the national level through financial aid, in-kind contributions, and involvement of their people in SkillsUSA activities. Many more work directly with state associations and local chapters.

**Programs:** SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. At the annual national level SkillsUSA Championships, over 6,000 students compete in 100 occupational and leadership skill areas.

SkillsUSA programs also help to establish industry standards for job skill training in the lab and classroom, and promote community service. SkillsUSA is recognized by the U.S. Department of Education and is cited as a "successful model of employer-driven youth development training program" by the U.S. Department of Labor.



Every student at the Tennessee Colleges of Applied Technology across the state become members free of charge when they enroll. More information about SkillsUSA is available at its website: <http://www.skillsusa.org> .

## Student Expenses

All students must provide the following as required by the area of training in which enrolled:

1. Textbooks, workbooks, paper, and pencils.
2. All parts and materials used on personal projects.
3. Safety glasses.
4. Uniforms and other personal items as required in specific occupational areas.
5. Students are encouraged to take the accident or health insurance available.

### Technology Access Fee

A student enrolling is assessed a non-refundable technology access fee (TAF). The TAF is \$41 for students enrolled in 135 hours or less and \$67 for students enrolled in 136 hours or more.

### Student Activity Fee

A student enrolling in a full-time program is assessed a non-refundable student activity fee (SAF). The SAF is \$10 and is used for general student activities that provide direct benefit to the student.

### Maintenance Fees

All students enrolling for over 340 clock hours, whether residents or non-residents, will pay a maximum maintenance fee of \$1,139 per trimester. Students enrolling or completing between trimester beginning and ending dates will pay a prorated fee for that trimester based on the fee schedule. Students enrolling part-time, short-term, or supplemental programs will be assessed a fee based on the length (number of clock hours) of the program in which he/she is enrolled. Fees must be paid during registration before a student will be officially admitted to class. Thereafter, the fee must be paid at the beginning of each trimester. **Fees subject to change each September.**

#### Trimester Fee Schedule (TAF, SAF and Maintenance)

Hours	Fee
*1 – 40	\$234.00
*41 – 80	298.00
*81 – 135	423.00
136 – 217	708.00
218 – 340	1,096.00
341 – 432	1,216.00

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

## **Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits**

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 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.

**Refund of Maintenance Fees** - Students may be eligible for refunds under the following circumstances:

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

### **Determination of Refund**

1. Full refund of 100% will be refunded for classes canceled by the school.
2. For drops or withdrawals prior to the first official day of classes, 100% of fees will be refunded.
3. In the case of death of the student during the term, 100% of fees will be refunded.
4. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
5. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
6. No refund will be permitted after the first day of classes when a minimum fee is collected.

7. There will be **no refund** once a supplementary class has begun or after the official first day when a minimum fee is collected.

*NOTE: Refunds will be in the form of a check mailed to the student's home. The student should allow time for instructors to terminate his or her enrollment, Student Services to determine reimbursement amount (if any), Financial Services to request the check from Motlow State Community College, and MSCC to cut and mail the check to TCAT McMinnville.*

### **First-Time First-Trimester Students Who Receive Title IV Financial Aid**

First-time first-trimester students who enroll and receive Title IV financial aid (FPELL, FSEOG, FWS) **may** qualify for a pro-rata refund of fees if withdrawal occurs during the first 60% of the scheduled training time. For additional information, contact the Financial Aid Administrator.

### **Payment of Fees**

The payment of fees may be made by cash, check, debit, money order, Discover, Visa or Master Card. If a student pays his/her fees with a check that is not honored by the bank, he/she will be notified by the school. If the check is not paid in cash within 10 calendar days from the date of the notice, the student will be withdrawn from class. If the student pays the bad check within the allotted time period, he/she will be assessed a returned check fee of \$30 in addition to his or her maintenance fee payment.

## **Completion Requirements**

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 payroll job proficiency level and to any special student who completes his objective for upgrading his skills and knowledge.

A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiencies in a complete course of study. Students must satisfactorily complete at least half of the established course length clock hours before receiving a certificate or diploma. Any exception to this policy must be approved by the Director.

## **Transfer Policy**

### **Program transfers within TCAT McMinnville**

Whenever it is determined that a student is not in the proper training area, Student Services will work with the student in order to find a more suitable occupational area. It is expected that this will usually occur within the first trimester of the student's training and therefore transfers will be limited.

## **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.

### **Tennessee College of Applied Technology - McMinnville**

#### **Program Transfers and Changes in Hours**

May 5, 2016

1. Students may transfer from one program to another and/or change hours of attendance (enrollment) no more than once per academic term (trimester). **No transfers or changes are made during the last month of the trimester.** Students must wait until the next trimester before any subsequent transfer or change will be made.
2. Students are responsible for initiating and completing the Student Request for Transfer/Change of Schedule form and also for securing all approval signatures.
3. Students must return this form, **along with supporting documentation**, to Student Services before any transfer or change in hours is valid.
4. If appropriate, Student Services will calculate a change in fees resulting from a change in hours.
5. Transfer students from similar institutions are accepted and placed according to earned proficiency levels. Copies of transcripts are required for each student. Each student is evaluated on an individual basis.

## **Student Records and Transcripts**

An accurate record of each student's work and accomplishment is kept by the school. Periodic ratings become a part of his/her permanent school record. Transcripts are available to the student, or to persons or agencies authorized by the student upon written request. Transcript requests are given top priority.

### **Re-Entry**

Persons completing a program with a diploma must complete an application and be placed on the waiting list prior to re-entering a full-time program.

## **Services Available**

### **Counseling**

The counseling program at TCAT McMinnville includes activities involving student recruitment, pre-enrollment counseling, and training period counseling. Counseling services are the responsibility of the

administrative, counseling, and instructional staff. Since the students come from varied backgrounds, the counselors are cognizant of the student's need for guidance and counseling in the technical college setting.

TCAT McMinnville programs are designed to prepare students for a specific technical objective; therefore, it is important that an intelligent technical selection be made based upon the student's interests, aptitudes, and abilities. Since all of the occupational training offered involves technical knowledge, occupational skills, and behavioral modification, the student is encouraged to apply himself in order to achieve success in his chosen career objective.

### **Placement and Follow-Up**

The placement of students in satisfactory employment is one of the primary objectives of TCAT McMinnville. The school's primary responsibility for placement and follow-up of students is vested in the administrative, counseling, and instructional staff. The school maintains close communications with employers, both in the local community and statewide. The result is that those students who continue in school until they complete their course of study are reasonably assured of permanent employment.

As an aid in evaluating the effectiveness of course offerings, the instructional staff maintains close contact with their former students by correspondence, personal contact, and contact through a working relationship with their employers. Surveys and student follow-up studies are made to determine if changes are needed to meet the individual student's needs as well as the needs of the employers. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student.

Students are expected to have an exit interview to provide placement information before leaving the training program. There will be additional periodic contact for further follow-up and students are strongly urged to take a few moments to respond to these questionnaires in a frank and candid manner.

### **Student Insurance**

Each student is strongly encouraged to have some form of accident/health insurance.

### **Telephones**

Cell phones **may not** be used (in any manner) in classrooms or hallways. Students with cell phones must have them turned off or in a silent mode while in the classrooms. Students should discuss emergency use of cell phones with their instructors. Students that violate rules regarding cell phones use are subject to discipline. Instructors are authorized to remove from the classroom a student whose cell phone is causing a distraction or disruption during class.

Telephones in the school administration and instructor offices are for business only. Except for emergency situations, students will not be called from class to receive incoming calls. If necessary, messages will be taken and forwarded to the student (through the instructor). Students should advise friends and family of this procedure.

## **Learning Resource Center**

Services are available at the Motlow State Community College library located adjacent to TCAT McMinnville. Students may receive reference assistance, circulation, and in-house use of a collection of print and nonprint materials. The material collections include print volumes, periodical titles, and reference materials for research. A browsing collection of newspapers, periodicals, and news books is provided. Media services are also available for student use. These services include audiocassettes and videocassettes for class assignments or personal enrichment. Personal computers are available with a variety of programs for skill enhancement. Assistance is available, if needed, in the use of all equipment.

### **Visitors**

Students should be aware that only persons currently enrolled in classes are allowed in classrooms and shop areas. Children and other relatives, former students, friends and other visitors are not authorized except for short visits that are cleared through administration. Visitors must report to the front office before visiting any other area on campus. Students are not to use classrooms for babysitting children.

### **Financial Aid**

#### **Qualifying for Financial Aid**

Everyone is 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 financial aid if you meet the following requirements.

- You are enrolled as a regular student in an eligible program and working toward a certificate or diploma.
- You are a U.S. citizen/national or an eligible non-citizen.
- You are making satisfactory academic progress in your course of study and meet attendance standards.
- You are not in default on a Federal Perkins/National Direct Student Loan, Federal Family Education Loan, Federal Director Student Loan, Income Contingent Loan or a Consolidated Loan or have documented satisfactory repayment arrangements.
- You do not owe a refund or repayment on a Federal Pell Grant, Tennessee Student Assistance Award, Federal Supplemental Educational Opportunity Grant, Byrd Scholarship, or a Wilder-Naifeh Technical Skills Grant or must have documented satisfactory repayment arrangements.
- You are registered with the Selective Service, if you are required to do so.
- You must sign a statement of educational purpose/certification on refunds and default.
- You must have a high school diploma, HiSET, approved home school certification or be beyond the age of compulsory school attendance in Tennessee and have the ability to benefit from the

education or training offered (approved list available in the Federal Student Aid Handbook, chapter 1).

- You must not have been convicted of any drug-related offense while receiving Title IV Aid.

Also, applications for financial aid must be made in a timely manner in order to qualify for assistance that term. TCAT McMinnville enforces the following deadlines to have the Free Application for Federal Student Aid (FAFSA) filed and processed: Spring Trimester: March 1; Summer Trimester: July 1; and Fall trimester: November 1.

### **Financial Aid Available**

A limited amount of student financial aid is available from various agencies unrelated to the school. Persons who are interested should contact the school's Office of Student Services for financial aid information. The current financial aid programs are as follows:

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

The Federal Work-Study Program provides jobs for students who need financial aid and who must earn a part of their educational expenses. You may apply if you are enrolled at least half-time as a regular student in an eligible program. For more information, contact Student Services.

#### **Federal Pell Grant**

A Federal Pell Grant is money to help you pay for your education after leaving high school. Unlike loans, these grants do not have to be paid back. You should apply as soon as possible for a Pell Grant. Applications are available from TCAT McMinnville or a high school counselor.

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

A Federal Supplemental Educational Opportunity Grant is an award to help you pay for your education after high school. It does not have to be repaid. For more information, contact Student Services.

#### **Workforce Innovation and Opportunity Act (WIOA)**

There is a local office in your county. Check with Student Services for assistance with locating the office.

#### **Tennessee Department of Vocational Rehabilitation**

This off-campus agency exists to provide support to citizens of Tennessee with a disability. For more information, contact the vocational rehabilitation counselor in your county.

## **Trade Readjustment Act**

Contact your local Labor and Workforce Development Office for eligibility requirements for this program.

## **Tennessee Opportunity Program for Seasonal Farm Workers and Migrants (TOPS)**

This program operates primarily to provide assistance to individuals in the agricultural or horticultural (farming or nursery work) occupations. Additional information may be obtained by contacting the TOPS office in your area.

## **Tennessee Student Assistance Award**

A Tennessee Student Assistance Corporation (TSAC) Award (TSAA) is a source of financial aid for residents of Tennessee. Applicants must meet the requirements for federal financial aid. Additionally, applicants must apply and qualify for a Pell Grant. For more information, contact the Financial Aid section of Student Services.

## **Veterans Administration Educational Programs (G.I. Bill)**

This school is approved by the State Approving Agency for Veterans Education for veterans to attend and receive VA Educational benefits. Applications for educational benefits are available from the Office of Student Services. Additional information may be obtained from the TCAT McMinnville counselor.

## **Wilder-Naifeh Technical Skills Grant**

The Wilder-Naifeh Technical Skills Grant is part of the Tennessee Education Lottery Scholarship program (TELS). The WNTSG is a grant (\$2,000 for full-time enrollment and prorated for less) that is available only to Tennessee residents that attend a Tennessee College of Applied Technology. Students may enroll as full-time or part-time. There is no income limit for eligibility. A student with a bachelor's degree may be eligible to receive WNTSG. Eligibility requirements include:

- The Wilder-Naifeh Technical Skills Grant is part of the Tennessee Education Lottery Scholarship program (TELS). The WNTSG is a grant that is available only to Tennessee residents that attend a Tennessee College of Applied Technology. Students may enroll as full-time or part-time. There is no income limit for eligibility. A student with a bachelor's degree may be eligible to receive WNTSG. Eligibility requirements include:
- Apply by completing the Free Application for Federal Student Aid (FAFSA), available at [www.fafsa.gov](http://www.fafsa.gov). Applications must be received by July 1 for the Summer trimester, November 1 for the Fall trimester, and May 1 for the Winter/Spring trimester. Early application is recommended.
- Enroll in a certificate or diploma program at a Tennessee College of Applied Technology and maintain satisfactory academic progress and continuous enrollment.
- As of Fall 2015, prior Tennessee HOPE Scholarship recipients may qualify.
- Cannot be a prior recipient of the Wilder-Naifeh Technical Skills Grant.



- Available to all students enrolled at a Tennessee College of Applied Technology who are Tennessee residents for one year prior to enrollment.

Students who wish to retain a WNTSG:

- Must continue to meet all eligibility requirements as stated above.
- Must reapply each year using the FAFSA.
- Must maintain continuous enrollment (unless a leave of absence is granted).
- Must maintain satisfactory progress according to standards used for Title IV purposes. **Failure to maintain satisfactory progress is NOT appealable.**
- May receive the WNTSG for all coursework required for completion of the certificate or diploma program.
- Maximum timeframe of five years from first disbursement.

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

### **Scholarships**

Each year organizations such as Rotary International and other civic groups may provide scholarships to TCAT students. The cost of fees, books, and other school related expenses are covered by these scholarships. More information may be obtained in Student Services.

## **Financial Aid Policies for Satisfactory Progress and Attendance**

To maintain financial aid eligibility, a student must make and maintain satisfactory progress. **To make satisfactory progress, a student must:**

1. Complete 75% of cumulative scheduled hours (pace of completion).
2. Maintain a minimum passing grade of “C” as published by the institution.

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.

**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. These transfer hours will not be included in cumulative grade average or pace of completion.

**Repeats (repeating after program completion):** 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 of the same program or another program.

**Withdrawals:** Withdrawals will not impact a student's satisfactory academic progress unless the student returns after 180 days. A student who withdraws from a clock hour or credit hours non-term program and reenters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by the Department of Education, is eligible to receive federal student aid funds for which he/she was eligible prior to withdrawal, including funds that were returned under return to Title IV rules.

**Time Frame:** Students may continue to receive Title IV financial aid and state aid 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 may take 1728 hours (16 months) to successfully complete the 1296 hours.

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

Students who have fees paid by the Federal Pell Grant, TRA, Vocational Rehabilitation, or any other agency are ultimately responsible for their fees if their financial aid resource does not pay the fees. A student who charges fees to the Pell Grant or Wilder-Naifeh Technical Skills Grant and withdraws early for whatever reason will be invoiced by the Tennessee College of Applied Technology - McMinnville for the portion of fees not paid by the grant. Any person owing a debt to the institution may not receive additional financial aid until the debt is resolved. Resolution may be reached through full repayment or a satisfactory repayment plan approved by the business office.

### **Leave of Absence**

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 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.

A student must submit a 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. The student will be readmitted as space is available upon completion of the LOA. An approved LOA will be treated as a withdrawal for all financial aid programs other than the WNTSG. This may cause other awards to be recalculated and a Return to Title IV funds calculation must be done.

A leave of absence normally will not be granted for less than 9.7% of the student's scheduled hours or longer than the scheduled hours remaining in the term at the time of the leave. If the student's request for a leave of absence is denied, the student may appeal the decision to the Institutional Review Panel (IRP).

### **Appeals**

Any student who receives Title IV funds and wishes to appeal progress standards due to mitigating circumstances encountered during the trimester must submit an appeal request in writing to the Financial

Aid Director within five days of the notification of the failure to make satisfactory progress. Any supporting documentation requested for the appeal is to be supplied by the student making the appeal. The Financial Aid Director may approve the appeal or refer it to the appeals committee, which makes a recommendation to the Director, who has final authority. (Separate committees hear Pell and Wilder-Naifeh appeals.)

### **Appeal and Exception Process for WNTSG**

The IRP is established to hear appeals from decision denying or revoking an applicant's WNTSG. The following items are allowed for appeals:

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.

When the IRP determines that a denial is proper, the student is notified, in part, with the following instruction incorporated into the denial letter:

If you wish to further appeal the decision rendered by the Institution Review panel, a request for an appeal shall be delivered to TSAC within 45 calendar days from the date that our decision was delivered to you. You shall mail the appeal letter, denial letter, TCAT McMinnville transcript(s) and documentation supporting the appeal reason to the address below:

Tennessee Student Assistance Corporation  
c/o Lottery Scholarship Appeals Panel  
Suite 1510, Parkway Towers  
404 James Robertson Parkway  
Nashville, TN 37243-0820

### **TCAT McMinnville Return of Title IV Aid Policy**

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

- Withdraws up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.
- Withdraws after the 60% point in the payment period, a student has earned 100% of the Title IV funds the student was scheduled to receive; however, the school must determine whether the student is eligible for a post-withdrawal disbursement.
- Received or could have received a disbursement of Title IV funds (Pell grant).

If 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 calculation.

- A Return of Title IV calculation is **not** required if the student received or was eligible to receive **only** FWS. FWS funds are not included in a Return of Title IV calculation.
- FSEOG is awarded to students enrolled at the time of the award.
- **For Return of Title IV and Maintenance Fee, the scheduled hours must be based on student's last day of attendance.**

## **Satisfactory Progress and Attendance Policies**

Students at 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:

### **Trainee Attendance**

The nature of the programs at TCAT McMinnville 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. **All absences are recorded in half-hour increments.**

1. After a student has been absent for more than 24 hours in a 72-day period of instruction, the instructor will refer the student to Student Services for counseling.
2. When a student has missed in excess of 42 hours within a 72-day period of instruction he/she will be suspended.
3. A student is considered tardy if not in the classroom at the designated time for class to start. Tardies are counted in ½ hour increments only. For example a person arriving 1-30 minutes late will be counted as 30 minutes late. A person arriving 31-60 minutes late will be counted 1 hour late. The hours missed due to tardiness will be included in the accumulation of hours toward suspension. Also, the following sanctions apply:
  - a. 5 tardies - documented warning by instructor
  - b. 6 tardies - documented probation by designated authority
  - c. 7 tardies - suspension by Director.
4. All students are required to call in absences within one hour from their beginning of scheduled class time.
5. A student absent three consecutive days without contacting the school will be automatically terminated. To re-enter, the student must complete and file a new application.
6. Any student who terminates for any cause and is in a probationary status will continue under the same probationary status if he/she 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,

he/she must have prior approval of the administration before reapplying.

7. An attendance record for each student is maintained in the Office of Student Services.

### **Inclement Weather Policy**

In the event of inclement weather, closing or late opening, information will be sent to the following television stations:

- WZTV - Channel 17 in Nashville - Cable Channel 3
- WSMV - Channel 4 in Nashville
- WTVF - Channel 5 in Nashville
- WRCB - Channel 3 in Chattanooga

Announcements concerning TCAT McMinnville closing are normally made before 6 a.m. We will also attempt to have the main phone message at the college changed to indicate delayed or cancelled classes and to post notice of closing on the website.

Students should be aware that, as an institution of higher education, TCAT McMinnville does not follow the closing policies of the public school systems. If the TCAT is open, students are advised to use their own discretion concerning travel. Normal attendance policies are in effect when the college is open. In the event of late opening, “One hour late” means classes begin at 9 a.m., and “Two hours late” means classes begin at 10 a.m. These announcements concern day classes only. The decision concerning cancellation of evening classes is normally made mid-afternoon. If classes have not been cancelled due to inclement weather, students not attending classes will be recorded as absent.

### **Trainee Progress**

Evaluations are recorded for each student during the 72 days of instruction that comprise each trimester. The trimester grade reflects each student’s progress in each of the following categories: Theory Grade, Skills Grade, and Worker Grade. Those evaluations include the following scale of progress:

<b>Grade</b>	<b>General Assessment</b>	<b>Non-Allied Health Objective Scale</b>	<b>Allied Health Objective Scale</b>
A	Excellent	93 - 100	93 - 100
B	Good	85 - 92	85 - 92
C	Fair	77 - 84	80 - 84
D	Poor	70 - 76	
F	Unacceptable	0 - 69	Below 80

Grades of A, B and C are considered satisfactory progress; grades of D or F are considered unsatisfactory progress. A student’s grade is determined both by the grades on examinations and by the rate at which he or she completes required material. A student who takes an excessive amount of time to reach academic milestones will be counseled, and may receive an unsatisfactory evaluation. A student who receives an unsatisfactory evaluation (an average grade of D or F) during a trimester is placed on probation for the remainder of the trimester. A student must maintain a satisfactory average (C or better) for the 72-day

period of instruction. Failure to do so will result in suspension at the end of the trimester. A student in a health occupations program who earns a grade below C in any subject will not be permitted to continue in his or her program.

## **Technology Foundations**

The Technology Foundations class is not a program but an academic component of all programs at the Tennessee College of Applied Technology - McMinnville. The Technology Foundations class is designed to provide the opportunity to acquire and master or upgrade basic skills, to improve performance and to enhance the program the student has chosen to pursue. The class gives the student the opportunity to progress at his/her own speed in an individualized program. The class is designed to deal with all levels of education.

Upon the completion of basic skills instruction, students may choose to continue upgrading their skills with intermediate and advanced math instruction as deemed necessary by the program instructor. Optional modules on the KeyTrain/Career Ready 101 computerized program are also available. Finding Your Career is available to all students. This optional instruction includes: Creating Career Goals, Financial Awareness, Preparing for Your Career, and Real-World Experience. In addition, Career Skills, Applied Technology (mechanics, electricity, fluids, and thermodynamics), Business Writing, Teamwork, Observation, and Listening are available upon request of the student or the program instructor.

### **Technology Foundations Admission Requirements**

Students are admitted into the Technology Foundations class based upon criteria determined by the Tennessee Board of Regents and by Technology Foundations instructors statewide. At the time of enrollment, diploma seeking full-time and part-time students are given a computer-based test using the KeyTrain/Career Ready 101 assessment in Locating Information, Reading for Information, and Applied Mathematics. After the KeyTrain/Career Ready 101 placement tests and evaluation of the reports are completed, students who test above their program requirements are exempt from basic skills and the Technology Foundations class.

Students who have scored less than program requirements in Locating Information, Reading for Information, and Applied Mathematics are enrolled in the Technology Foundations class for approximately 3 hours per week. The typical student will complete the KeyTrain/Career Ready 101 skills within the first 3 months of enrollment. Individualized instruction as well as computerized instruction is given until the student has mastered the required KeyTrain/Career Ready 101 levels. Each individualized instructional program is designed to correct basic educational deficiencies, to improve the performance levels, and to enhance the program the student has chosen to pursue.

### **New Students and Transfer Students**

When a student transfers to the Tennessee College of Applied Technology - McMinnville from another TCAT, the previous TCAT is contacted. Results from the KeyTrain or Career Ready101 online program are requested. Upon assessment of these test/completion results, the student is either placed in Technology Foundations to complete program requirements or exempted from Technology Foundations KeyTrain/Career Ready101 instruction.

## **Technology Foundations Completion Requirements**

Any student who enrolls or transfers to TCAT McMinnville must complete the program requirements for the KeyTrain/Career Ready 101 online program as determined by the program instructor to complete the Technology Foundations class and receive a diploma. Program certificates are not affected by the requirements in Technology Foundations.

## **Worker Characteristics**

Students receive a grade each trimester for the 10 worker characteristics that are covered during that grading period. The mission of TCAT McMinnville is to provide students with the skills necessary to be successful employees in their chosen careers. Students must possess both strong occupational skills and good work habits. TCAT McMinnville is committed to incorporating these good work habits into every facet of education. The following are 10 areas of worker characteristics that students are expected to exhibit in classrooms and laboratories:

- Attendance
- Character
- Teamwork
- Appearance
- Attitude
- Productivity
- Organization Skills
- Communication
- Cooperation
- Respect

## **Readmission from Suspension**

The Director may consider for readmission the applicant who has served the suspension period. Criteria that the Director will consider in assessing candidacy for readmission are as follows:

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

## **Student Conduct Policy**

### **Academic and Classroom Misconduct**

- 1) **Conduct Dangerous to Self or Others.** Any conduct, or attempted conduct, which constitutes a danger to any person's health, safety, or personal well-being, 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 TCAT by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
  - 3) **Disorderly Conduct.** Any individual or group behavior or attire which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs TCAT functions, operations, classrooms, other groups or individuals.
  - 4) **Obstruction of or Interference with TCAT activities or facilities.** Any intentional interference with or obstruction of any TCAT, program, event, or facility including the following:
    - a. Any unauthorized occupancy of facilities owned or controlled by a TCAT or blockage of access to or from such facilities;
    - b. Interference with the right of any TCAT member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by a TCAT;
    - c. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of a TCAT, or failure to comply with any emergency directive issued by such person in the performance of his or her duty.
  - 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, TCAT keys, library materials and/or safety devices.
  - 6) **Theft, Misappropriation, or Unauthorized Sale of Property.** Any act of theft, misappropriation, or sale of school property or any such act against a member of the school community or a guest of the school.
  - 7) **Misuse of Documents or Identification Cards.** Any forgery, alteration of or unauthorized use of TCAT documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information in connection with a student's admission, enrollment or status in the TCAT.
  - 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 TCAT owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off TCAT owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.
- 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 TCAT 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 TCAT owned or controlled property.
- 13) **Public Intoxication.** Appearing on TCAT owned or controlled property or at a TCAT sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
- 14) **Gambling.** Unlawful gambling in any form.
- 15) **Financial Irresponsibility.** Failure to meet financial responsibilities to the TCAT promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the TCAT.
- 16) **Unacceptable Conduct in Disciplinary Proceedings.** Any conduct at any stage of a TCAT disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness.
- 17) **Failure to Cooperate with TCAT Officials.** Failure to comply with directions of TCAT 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 TCAT as published in an official TCAT publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
- 19) **Attempts, Aiding and Abetting.** Any attempt to commit any of the offenses listed under this section or the aiding and 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 TCAT McMinnville administration.

- 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 a TCAT official or a constituted body of the TCAT.
- 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.
  - d. **Facilitation.** Helping or attempting to help another to violate a provision of the TCAT code of academic misconduct.
- 25) **Unauthorized Duplication or Possession of Keys.** Making, causing to be made or the possession of any key for a TCAT 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 TCAT computer resources.
  - b. Use of TCAT computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using TCAT information technology systems.

- 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 TCAT computing system,
- g. Use of computing resources and facilities to interfere with the work of another student, faculty member, or TCAT official,
- h. Violation of any published information technology resources policy,
- i. Unauthorized peer-to-peer file sharing.

29. **Unauthorized Access to TCAT Facilities and/or Grounds.** Any unauthorized access and/or occupancy of TCAT facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present.
30. **Providing False Information.** Giving any false information to, or withholding necessary information from, any TCAT official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the TCAT.
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 TCAT smoking or other tobacco use rules or policies.

### **Applicability**

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

### **Academic and Classroom Misconduct**

1. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom, for no

more than one day, of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the TCAT for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the TCAT.

2. Academic misconduct may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to, a grade of "F" on the work in question, a grade of "F" in the course, reprimand, probation, suspension and expulsion. Upon a finding of academic misconduct, the student will be advised of his/her hearing rights. The student may accept the instructor's finding, grade reduction, and/or other sanction and waive his/her hearing rights. In the event a student believes he/she has been erroneously accused of academic misconduct, he/she may request a hearing. Hearings will be conducted pursuant to the procedures set forth at Disciplinary Procedures, below. If the student is found responsible for the allegation(s) of academic misconduct, the grade as assigned by the instructor will stand. Should the hearing source absolve the student of the allegations of academic misconduct, the faculty member will reassess the student's grade based upon the hearing source's finding.
3. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (offensive language, harassment of students and instructors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

## **Disciplinary Sanctions**

1. Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate TCAT official.
2. Definition of Sanctions.
  - a. **Restitution.** A student who has committed an offense against property may be required to reimburse the school or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
  - b. **Warning.** The appropriate school official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
  - c. **Reprimand.** A written and/or verbal reprimand, or censure, may be given any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It may signify to the student that he or she is, in effect, being given another chance to conduct himself or herself as a proper member of the school community, but that any further violation will result in more serious penalties. In addition, a reprimand does

remain on file in a student's personnel record for a period of one year.

- d. **Service to the TCAT or Community.** A student, or student organization, may be required to donate a specified number of service hours to the TCAT performing reasonable tasks for an appropriate TCAT office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing TCAT property).
  - e. **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.
  - f. **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.
  - g. **Fines.** Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate TCAT authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action.
  - h. **Restriction.** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to be present at the school in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities for a maximum of one year.
  - i. **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
  - j. **Suspension.** If a student is suspended, he/she is separated from the school for a stated period of time with conditions of readmission stated in the notice of suspension.
  - k. **Expulsion.** Expulsion entails a permanent separation from the school. The imposition of this sanction does become a part of the student's permanent record, and is a permanent bar to his or her readmission to the school.
  - l. **Revocation of Admission, Award or Credentials.**
  - m. **Any alternate sanction** deemed necessary and appropriate to address the misconduct.
  - n. **Interim suspension.** Though as a general rule, the status of a student accused of violations of the regulations should not be altered until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon a finding by the appropriate school official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the school community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
3. The director of each TCAT is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

## **Traffic and Parking**

1. The purpose of these regulations shall be to facilitate the orderly and efficient flow of traffic on TCAT campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space.
2. Parking Regulations.
  - a. The school may require registration with the director's office for all motor vehicles that are driven to campus by a student, faculty, staff member, or any other person authorized to use campus facilities.
  - b. Painted lines, markings, or other visible signs will be used to designate authorized parking areas for students, faculty, staff, other employees, visitors, or any other persons authorized to use the school's facilities.
  - c. Inability to locate an authorized parking space on campus will not excuse improper parking.
  - d. 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 "doubleparking";
    4. Parking in spaces designated for use by disabled persons only;
    5. Parking within 15 feet of a fire hydrant.
  - e. Improperly parked vehicles may be towed at the owner's expense.
3. Traffic Regulations.
  - a. The responsibilities and duties of drivers of motor vehicles on campus include, but are not limited to, the following:
    1. Obeying all state and local laws regarding the operation of motor vehicles in addition to these regulations;
    2. Observing the maximum speed limit posted on campus;
    3. Exercising reasonable care under all circumstances and avoiding reckless driving of any kind;
    4. Obeying all traffic signs;
    5. Yielding right of way to all pedestrians at all times;
    6. Reporting all traffic accidents occurring on campus which involves injury to persons or property to the school's director or his/his designee;
    7. Refraining from littering from a vehicle.
4. Penalties for violations of traffic and parking regulations.
  - a. Faculty, students and visitors are expected to comply with all state laws, county and municipal ordinances governing traffic/parking in their locality. State and local law enforcement authorities will enforce those provisions on TCAT campuses.
  - b. Violators may also be subject to disciplinary action in accordance with the TCAT Student

Disciplinary Policy governing student conduct and disciplinary sanctions.

- c. The fine for a disabled/handicapped parking violation is established by statute and will be adjusted as necessary to comply with state law.
- d. The TCAT Central Office specifically authorizes each of its constituent TCAT's to reserve the right to tow any vehicle that is improperly parked or abandoned. Any fees associated with towing will be the responsibility of the owner/driver of the vehicle.

## **Disciplinary Procedures**

### **1. Hearing Process**

#### **a. Disciplinary Investigations**

1. Violations of the Student Disciplinary Rules should be reported to the campus administration.
2. The Director, or designee, shall inform the student of the allegation(s) and proceed to gather information concerning the case including, but not limited to, interviews with all relevant parties (accused, accuser, and possible witnesses).
3. The Director, or designee, shall review the evidence and determine whether a violation has occurred. If so, a proper disciplinary sanction will be determined.
4. The student will be notified of the findings of the investigation and the proposed sanction. The student shall be informed of his/her right to accept the decision and/or right to a hearing. The student may elect a hearing, or accept the findings and sanction, or waive the right to a hearing after receiving written notice of those rights. Failure to make an election will be treated as a waiver.

#### **b. Tennessee Uniform Administrative Procedures Act (TUAPA)**

The only cases which are subject to a TUAPA hearing are those which may result in:

1. Suspensions or expulsions of a student from the school for disciplinary offenses; or
2. Revocation of registration of an official student organization during the term of registration. In those cases, students shall be afforded the opportunity to elect either a proceeding conducted pursuant to the Uniform Contested Cases Procedures as outlined in the provisions of TUAPA or a proceeding conducted by the appropriate TCAT committee as outlined in subparagraph (c) immediately below. A student may waive, in writing, his/her right to a hearing after receiving written notice of those rights.

#### **c. Institutional Hearings**

If a student elects a hearing under applicable TCAT procedures, then a review committee shall be established. The review committee will be appointed by the Director and be composed of two student representatives, two faculty members and one non-faculty staff member. An alternate will be designated for any committee member that cannot be in attendance.

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.

d. Conduct of the Hearing

1. A student appearing before the review committee will be given a written statement of the cause for discipline and a time established for the hearing. The hearing must be scheduled no sooner than one day and no more than five school days after the statement is provided.
  2. The review committee will receive evidence and/or testimony from any source relevant to the issues in the proceeding. This will include, but not be limited to all relevant evidence/witnesses identified by the responding student. A student may be accompanied by an advisor. The advisor may not participate in the hearing, but may be present and advise the responding student during any hearing.
  3. The review committee will make a decision based on the facts presented within five school days from the date of hearing. The decision will be in writing. The decision will be transmitted to the Director.
  4. This written statement shall contain clear information concerning the student's right to appeal this decision to the Director with procedures for obtaining the same.
  5. A student has two school days to appeal the review committee's decision, in writing, to the Director.
  6. Upon receipt of written notice for appeal from the student, the Director will make a decision within two school days and respond to the student in writing.
  7. The Director's decision will be final.
2. 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.

### **Authorized Departures from Campus**

Any student leaving school for any purpose other than the normally scheduled meal or the end of the training day must sign OUT and IN with their instructor. Failure to do so will constitute violation of school policy and is subject to disciplinary measures.



## **Safety**

Students must familiarize themselves with the general safety rules applicable at the school. Specific safety instructions will be given to each student by the individual program instructor.

Students must have proper equipment or machine check-out and must have the instructor's permission before operating or using any of the school's equipment, machines, or tools. All school shops, classrooms and laboratories should be locked except when under the direct supervision of a member of the faculty, staff, administration, or authorized personnel.

The following items also apply to safety:

1. Appropriate footwear must be worn at all times. Students must wear shoes that cover the feet completely when in a shop or hazardous training area.
2. No loose clothing is allowed in an area that has operating machines. All long sleeves must be secured in such a way that they cannot get caught in machines. Shirttails must be tucked in while operating machinery.
3. All clothing worn must be appropriate for the student's training area. Any "cut-off" clothing is considered unsafe. All garments worn must be full length and provide protection against normal hazards in the training area.
4. A student's hair must be secured in such a way that it cannot be caught in a machine or be a hazard to him/her in any other way while in the training area.
5. The instructor has the primary responsibility for control over classroom student dress and safety. Any student violating the above regulations will not be allowed to continue training until the violation has been corrected.

## **Health**

Any student with special health problems such as diabetes, hemophilia, epilepsy, rare blood type, or other conditions that are potentially dangerous should inform the program instructor and document the problem on the medical record form at the time of enrollment.

## **Student Grievances**

An open-door policy exists concerning student recourse. A student should feel free to talk to any instructor or administrator at any time.

If a student has a problem, he/she should consult his instructor. If the instructor cannot solve the problem, he/she will refer the student to the appropriate office below:

1. The Office of Student Services if the problem involves finances, schedules, achievement, or such outside social and emotional problems as might affect the student's progress toward his/her goal.
2. The Administration Office if the problem requires disciplinary action.

The Tennessee Board of Regents Student Grievance Procedures is as follows:

### **Uniform Procedures for Grievances by Students At Tennessee Colleges of Applied Technology**

#### **1. Purpose**

The purpose of this procedure is to provide a clear, orderly, and expedient procedure through which all students of Tennessee Colleges of Applied Technology (TCAT) may process bona fide complaints of grievances through formalized procedures. Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion, or discrimination.

#### **2. Scope and Limitations**

These procedures may be utilized by any student who believes he or she has been treated unfairly or inequitably with regard to the terms or conditions of his/her enrollment. Students must present their complaints of grievance within five school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.

Allegations of sexual harassment or racial discrimination shall be given fair and prompt consideration in accordance with procedures outlined in TBR Guideline P-080.

In matters of disciplinary offenses or academic and classroom misconduct, due process shall be provided in accordance with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions and TBR Policy No. 1:06:00:05, Uniform Procedures for Cases Subject to the Tennessee Uniform Administration Procedures Act.

Corrective action or remedies which recommend suspension, dismissal, or expulsion of a student as a result of these proceedings shall not be invoked until due process has been completed. However, suspension may be imposed in any grievous matter which endangers persons or property, substantially disrupts training or other campus activities, or otherwise interferes with institutional objectives. Suspension of a student for academic failure or excessive absenteeism are non-grievable matters unless there has been a violation of institutional policy. In these instances, due process shall be provided in accordance with the Guideline herein.

#### **3. Informal Discussion**

It is the philosophy of the Tennessee Colleges of Applied Technology that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the Tennessee Colleges of Applied Technology that conflict resolution be resolved at the lowest level possible. Therefore, the first

step of resolution will be an informal meeting of the TCAT Director, the complainant, and other pertinent and appropriate persons to discuss the matter. The Director shall meet with the student grievant again within five school days of the date of the discussion to provide his/her remedy or corrective action to the student's concern.

#### **4. Grievance Proceedings**

1. If a resolution cannot be reached through informal discussion, the student shall have five school days following the TCAT Director's recommendation to request a hearing before the Grievance Committee. The Director or his/her designee shall provide the student grievant with a copy of the hearing procedures. The request for a formal hearing must be communicated in writing to the Director and include the following information.
  - a. A statement of the grievance and the facts upon which it is based;
  - b. Dates of the occurrences;
  - c. Attempts made to resolve the grievance;
  - d. The remedy or corrective action sought;
  - e. Signature of the aggrieved student and the date of the written grievance.
2. Upon receipt of the written grievance, the TCAT Director shall request a Grievance Committee to hear the student's appeal within five school days.
  - a. The student grievant shall be allowed to present his/her case and to present witnesses in his/her behalf during the meeting. The person(s) against whom the grievance is filed shall also be allowed to present their views as to the action taken against the student grievant.
  - b. The student grievant may be accompanied by an advisor of his/her choice. However, the advisor cannot actively participate in the hearing, i.e., cross-examine witnesses or present any information on the grievant's behalf.
3. The Grievance Committee shall, within five school days of the hearing, present its finding of facts and recommendations to the TCAT Director.
4. Within five school days of receipt of the Committee's findings and recommendations, the Director shall render a final decision. This decision shall be presented in writing to the student in person or by certified mail, return receipt requested.
5. If either party involved in the grievance is not satisfied with the final decision of the Director, the student shall be advised of his/her right of appeal to the Vice Chancellor for Vocational-Technical Education. This appeal must be made within five school days of the TCAT Director's decision.

#### **5. Grievance Committee Composition**

The Grievance Committee shall consist of a minimum of three persons representative of administration,

faculty/staff, and students. The TCAT Director shall appoint the Committee members or may delegate this responsibility to the appointed Chairperson. All committee members shall be selected with due consideration for impartiality. Members deeming themselves disqualified for bias or interest may remove themselves on their own initiative.

### **Complaint Related to Accreditation or Regarding Violations of State Law**

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 filling out the form electronically at <http://www.tbr.edu/contact/StudentComplaintForm.aspx>. 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)).

### **Reporting Fraud, Waste or Abuse**

TCAT McMinnville is committed to the responsible stewardship of our resources. In addition, TCATM provides a means by which **students**, employees, and others may report suspected or known improper or dishonest acts by employees, outside contractors, or vendors. You may report your concerns to a supervisor or department head; an institutional official; the institutional internal auditor; the Office of System-wide Internal Audit at 615-366-4441 or [reportfraud@tbr.edu](mailto:reportfraud@tbr.edu); or the Tennessee Comptroller of the Treasury's Hotline for fraud, waste and abuse at 1-800-232-5454.

### **Cooperative Work Experience Program**

Cooperative work experience (limited availability) is designed to provide practical work experience for the student while giving the employer the benefits of shop practice, theory and related information gained by the student while in school. Participating students must have completed specific requirements in their individual programs and demonstrated the entry level skills required of the job. Students must be recommended for interviews by the instructor and approved by the administration and employer. The student will remain on the school roll and will maintain student status until official withdrawal. All maintenance and tech access fees must be paid according to TCAT policy before the student is counted as enrolled. Students selected for the program will alternate between work and school on a per term basis unless approved otherwise by all parties involved.

### **Parking and Traffic Flow**

Parking and traffic control regulations are to be observed by all staff and students.

1. Speed should not exceed **30 miles per hour** on the main drive from the highway and should not exceed **15 miles per hour** anywhere else on campus.

2. Except for those reserved for staff and visitors, parking spaces are on a first come basis.

If parking lots adjacent to the building are full, students must park in the lower parking lot. Under no circumstances are students to park on the grass. Students who park on the grass may have their vehicles towed. Park in lined spaces only. Inability to locate an authorized parking space does not excuse improper parking.

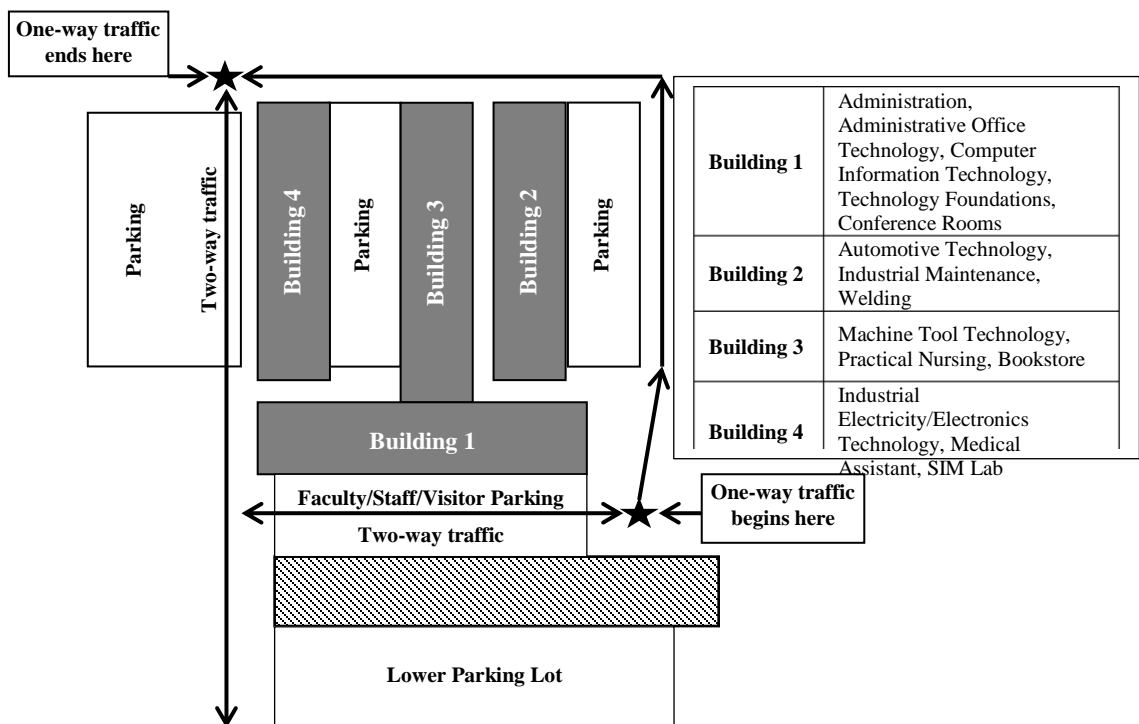
3. All students on foot have the right-of-way in parking lots.
4. Anyone parking in a specified Handicapped area must have an official Handicapped sticker or license. Vehicles not identified with such may be towed.
5. All vehicles must observe one-way traffic as shown below. Persons traveling the wrong way in one-way sections may lose parking privileges.
6. Penalties for violations of traffic and parking regulations: Violators may be subject to disciplinary action as follows.

First Offense: Referred to Director

Second Offense: 30 day suspension

**Speeding is grounds for immediate suspension.**

Traffic flow is illustrated below.



## **Personnel**

### **Administration**

Dr. Warren Laux	Director
Marvin Lusk	Assistant Director
Donna Thompson	Administrative Assistant
Diana Fults	Secretary II
Peggy Allen	Coordinator of Fiscal Services

### **Student Services**

Mike Garrison	Coordinator of Student Services
Patricia Eggert	Student Records Coordinator
Tammy Love	Financial Aid Officer/VA Coordinator

### **Faculty**

Debra Akers	Computer Information Technology
Sharon Barnes	Administrative Office Technology
Drennon Bryan (Interim)	Automotive Technology
Melvin Childers	Industrial Maintenance
Tommy Dodd	Industrial Maintenance
Randy England	Machine Tool Technology
Jennifer Greenwell	Practical Nursing
Mark Guertin	Electronics Technology/Industrial Electricity
Trudy Kettenbach	Coordinator, Practical Nursing
Anita Parker	Technology Foundations
Jerry Parker	Computer Information Technology
Raymond Rigsby	Welding
Tara Roberts	Practical Nursing
Julie Young	SIM Lab

### **Part-time Staff**

Teri Bryan	Recruiter
Katrina Haley	Computer Software
Bob Steele	Industrial Maintenance (night)
Tom Verplank	Industrial Maintenance (night)

### **Maintenance/Utility**

Donnie Fults