



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

SCHOOL

CATALOG

2016 - 2017



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY

MEMPHIS

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Extension Campus • 3435 Tchulahoma Rd. • Memphis, TN 38118 • 901-543-6180

Tennessee College of Applied Technology - Memphis

Tennessee College of Applied Technology - Memphis (TCAT) is one of 46 institutions in the Tennessee Board of Regents (TBR) system, the seventh largest system of higher education in the nation. The TBR is the governing board for this system which comprises 6 universities, 13 community colleges, and 26 technology colleges. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

The provisions of this catalog constitute a contract between TCAT and a student who commences any program of study as it relates to the certificate or diploma requirements for that program during the effective period of this catalog. The certificate or diploma requirements are subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the certificate or diploma requirements for any program are subject to substitution at any time prior to completion by the student.

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

TCAT provides the opportunity for students to increase their knowledge by making available programs of instruction in the various disciplines through faculty, who are, in the opinion of the school, trained and qualified for teaching at the postsecondary level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques for any course or program. As a result, the school does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any examination for any course, certificate, or diploma.

The school reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions. Current information regarding admission requirements, program diploma requirements, and fees may be obtained from the Student Personnel Services Office.

ACCREDITATION

TCAT is accredited by the Accrediting Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350. Phone: (770) 396-3898; Fax: (770)396-3790.

Privacy Right Act of Parents and Students

Public Law 93-380

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the school will maintain the confidentiality of student educational records. Tennessee College of Applied Technology - Memphis accords all the rights under the law to its students. Visit the FERPA website at www.ed.gov.

EEO, Affirmative Action

Title VI/Title IX/Section 504

American Disabilities Act of 1990, Public Law 101-336

TCAT is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, religion, national origin, age, disability, or veteran status. See Gwen Fleming (Administration.) for information or call 901-543-6137.

Security Information

In accordance with the Tennessee College and University Security Information Act of 1989, the Student Right-To-Know and Campus Security Act, TCAT has prepared a report containing campus security policies and procedures, as well as data on campus crimes and other related information. Data is available on the website at www.tcatmemphis.edu.

Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools and Communities Act of 1988, TCAT's policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs "controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on school property.

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GOVERNANCE

THE TENNESSEE BOARD OF REGENTS FOR TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

THE HONORABLE BILL HASLAM, Chairman (Ex-Officio)
Governor of the State of Tennessee

Mike Krause, Executive Director (Ex-Officio)
Tennessee Higher Education Commission

The Honorable Candice McQueen (Ex-Officio)
Commissioner of Education

The Honorable Jai Templeton (Ex-Officio)
Commissioner of Agriculture

David Gregory, Acting Chancellor
Tennessee Board of Regents

James D. King, Vice Chancellor - Tennessee Colleges of Applied Technology
Tennessee Board of Regents

Leigh A. Shockey	West Tennessee
Howard W. Roddy	East Tennessee
Emily J. Reynolds.....	Middle Tennessee
Tom Griscom.....	Chattanooga
J. Parker Smith.....	Kingsport
Danni B. Varlan.....	Knoxville
Barbara U. Prescott.....	Memphis
Greg Duckett.....	Memphis
Darrell S. Freeman Sr.	Nashville
Robert P. Thomas.....	Nashville
MaryLou Apple	Tullahoma
Fran Marcum	Tullahoma
Tricia Farwell	Faculty Regent
Nick Russell.....	Student Regent

ORGANIZATION

The school is governed by the Tennessee Board of Regents (TBR) and is accredited by the Council on Occupational Education. Individual program accreditation includes the American Dental Association, Committee on Allied Education Accreditation of the American Medical Association, Federal Aviation Administration, National Automotive Technicians Education Foundation, Inc., Tennessee Board of Barbering, Tennessee Board of Cosmetology, and the Tennessee Board of Nursing. TCAT has course approval for training by the Immigration and Naturalization Service, Veterans Administration and Vocational Rehabilitation.

HISTORY

Established as a statewide system by the enactment of the Legislature during the 1963 General Assembly, TCAT operates under the TBR. Presently, there are 26 technology colleges in the state which offer occupational training.

TCAT began operation in 1963. Classes were held at Tech and Humes High School until June, 1964, when they were moved into a new facility located on a 14-acre site at 620 Mosby Avenue. The Aviation Campus opened in 1970 on a four-acre site at Memphis International Airport. The Shelby-Mosby Building was opened in 1977, increasing the existing facility by approximately one third. On July 1, 1983, TCAT became part of the State University and Community College System governed by the TBR. The school is designed to serve citizens from a broad geographical area.

MISSION

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

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

PHYSICAL FACILITIES

TCAT has two campuses. The main campus is located in the downtown area at 550 Alabama Avenue with 139,000 net square feet of educational space. The Aviation Center is located in the airport area at 3435 Tchulahoma Road with 49,000 net square feet of educational space.

ADVISORY COMMITTEES

Advisory Committees serve as a liaison between the school, business, and industry. Decisions on curriculum, equipment, instructional methods, and technology are made after considering the advice and recommendations made by advisory committee members.

ACADEMIC CALENDAR

TCAT operates year round with three enrollment periods. Fall trimester classes begin in September and continue through December with observance of Labor Day, Thanksgiving, and an extended Christmas break. The winter term begins in January and runs through April with observance of New Year's Day, Martin Luther King's birthday, Easter and a spring break. The summer term begins during the month of May and continues through August with observance of the Fourth of July and a summer break.

The school may extend the ending dates of periods of instruction at any time prior to or during the academic year due to extenuating circumstances beyond the reasonable control of the school, including severe weather, loss of utilities, or other closures by governing agencies. Actual calendar dates for 2016-2017 are available in the Student Services Office.

STUDENT ORGANIZATION – SkillsUSA

As the largest technology college in the state of Tennessee, Tennessee College of Applied Technology - Memphis (TCAT) is a major provider for employers in the Memphis Metropolitan Statistical Area. As such, TCAT is dedicating its resources and energies to a quality education for its students in order to meet the demand for well-trained employees in the marketplace.

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled labor force, and serves as a means of perpetuating the mission of TCAT while enhancing the marketability of the students. SkillsUSA is an organization dedicated to developing the technical, leadership, communication, and team building skills of all its student members, both at the secondary and post-secondary level. It is an organization specifically designed to serve students in technical, skilled and service careers, including health careers.

The Tennessee Board of Regents has fully endorsed and funded SkillsUSA memberships for students at all 27 technology colleges. In addition, each Tennessee College of Applied Technology has entered into an agreement with SkillsUSA to establish a post-secondary chapter at each institution.

SkillsUSA advisors are designated and approved by the TCAT administration to work with SkillsUSA to run an active chapter where classroom and/or campus officers will be elected to carry out a planned program of work each year. The chapter members plan their own agenda, which may include educational, professional development, community service or social activities. Members have an opportunity to receive leadership training as well as recognition for their competency skills while receiving valuable learning experiences through regional, state, national and even international competitive events scheduled throughout the year. Participation in these activities can also enhance a student's opportunity for merit scholarships, advanced training and job offers.

GENERAL ADMISSION REQUIREMENTS

TCAT is designed to prepare a student for a specific occupational objective. All applicants must have an employment objective before entering a program. Students must be at least 18 years of age or have a high school diploma or equivalent since most programs require a high school diploma. The enrollment of high school students requires a special agreement between TBR, the local board of education, and TCAT.

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

1. The applicant must declare an occupational objective and demonstrate through testing and counseling reasonable potential for achieving that objective.
2. Apply to the Student Services Office and complete an enrollment application.
3. Complete the appropriate assessment for program choice.
4. Submit an official copy of high school transcript or HSE scores if applicable.
5. Schedule an orientation date prior to enrollment.

Admissions of Foreign Non-Immigrants

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

Allied Health Programs

Due to the increasing demand for allied health professionals, the chances of being accepted in the desired program are better if a student applies early. Students are notified by mail of their acceptance into a program. Applicants must:

1. Complete Compass entrance exam (PN program.)
2. Furnish the school with two (2) work references or character references. Relatives are not considered acceptable references.
3. Submit the following required documents within the designated time frame:
 - High school and/or college transcript
 - Evidence of a recent physical examination by a licensed physician or nurse practitioner which indicates good health, freedom from communicable disease, and the physical and mental capacity of performing
 - Writing sample
 - Resume of work history

Student Services provides exact requirements for each program.

Criminal Background Checks

Criminal background checks may be a requirement at some affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of your program. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

Transfer Enrollment

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 required to verify prior training at another TCAT and credit is documented on the new transcript. If the credit is from another institution, an assessment is completed by the respective instructor and a record of previous training is submitted to the Assistant Director. If credit is awarded, it will be reflected on the TCAT transcript.

Truck Driver Training

Applicants must:

1. Be at least 21 years of age (many companies require 23 years of age).
2. Pass the Certified Medical Exam required by the Department of Transportation.
3. Meet minimum requirements on WorkKeys Assessment
4. Hold a valid Tennessee Driver's license.
5. Submit a Motor Vehicle Report from the Tennessee Department of Safety Motor Vehicle Records Department indicating no more than two moving violations within the last three years, and no DUI or DWI convictions within the last five years.
6. Pass a substance abuse test conducted by the TCAT endorsed drug bank.
7. Submit a copy of their high school diploma or HSE.
8. Submit to drug and alcohol testing.

Aircraft Mechanics & Avionics

1. Submit evidence of high school graduation or HSE.
2. Must score the required skill level on the WorkKeys Assessment.

TUITION & FEES

Fee amounts are usually determined prior to the beginning of each school year in July. TCAT and TBR reserve the right to add, delete, or change fees for admission at any time without prior notice to the public.

TRIMESTER FEE SCHEDULE TBR approved - effective Fall 2016-2017

Hours	Fee	SAF	TAF	TOTAL
* 1-40	\$183.00	\$10.00	\$41.00	\$234.00
*41-80	\$247.00	\$10.00	\$41.00	\$298.00
*81-135	\$372.00	\$10.00	\$41.00	\$423.00
*136-217	\$631.00	\$10.00	\$67.00	\$708.00
218-340	\$1019.00	\$10.00	\$67.00	\$1096.00
341-432	\$1139.00	\$10.00	\$67.00	\$1216.00

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

Student Access Fee (SAF) - \$10.00

Technology Access Fee (TAF) - \$67.00.

Special Academic Fees:

Truck Driving - \$300.00 per trimester

Practical Nursing - \$100.00 per trimester

Welding - \$100.00 per trimester

Full-Time Student Fees

All students will pay a trimester maintenance and technology access fee before they are officially admitted to class. Students enrolling or completing between trimester beginning and ending dates will pay a prorated fee for that trimester, based upon the current fee schedule.

Part-Time Student Fees

Students enrolled in short-term, part-time or supplemental programs (less than 432 hours) will be assessed fees based on the length (number of hours) of the program in which they are enrolled. Part-time students must adhere to the same payment policy as full-time students.

EXPENSES

Books and Supplies

Students enrolled in TCAT must purchase textbooks, tools, supplies, uniforms and other training materials as required by specific occupational areas. A complete cost sheet for each individual program may be obtained from the Student Personnel Services Office.

The institution accepts no responsibility for the loss of books, tools, supplies and/or equipment purchased by the student or its affiliated agency. Lockers are available for use during each enrollment period. Upon graduation, termination, suspension or voluntary withdrawal, all items must be identified and removed within two weeks. To purchase current program books available on-line visit the TCAT website at www.tcatmemphis.edu and follow the link on the home page to Follett.online.com.

REFUND POLICIES

The Higher Education Act defines a “fair and equitable refund policy” as one that provides for a refund in an amount of at least the largest of the amounts provided under:

1. Requirements of applicable State Policy
2. Requirements established by the institution’s nationally recognized accrediting agency and approved by the Secretary or
3. Pro-rata refund calculation.

REFUND OF MAINTENANCE FEES POLICY

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

*Students administratively dismissed will not be eligible for refunds.

- B. Full Refunds
 1. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
 2. 100% of fees will be refunded in the case of death of the student during the term.

C. Partial Refunds

A student may receive a partial refund if one of the following applies:

1. A refund of 75% may be allowed if a student withdraws within the first 10% of the scheduled class hours.
2. A refund of 50% may be allowed if a student withdraws within the first 20% of the scheduled class hours.
3. No refunds will be permitted after 20% of the scheduled class hours have been completed.

The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards. Refunds, when due, will be made without requiring a request from the student.

DISHONORED CHECKS

Checks tendered in payment of fees are normally deposited immediately by the College and should be drawn only against accounts with sufficient balances. Every effort will be made to collect on checks dishonored for any reason. A fee of \$30.00 will be charged for each dishonored check. Dishonored checks may result in administrative dismissal. All student records are held until payment is received in full.

**A STUDENT IS NOT REGISTERED
UNTIL ALL FEES ARE PAID IN FULL.**

STUDENT SERVICES

Student Services activities include recruitment, enrollment, vocational counseling, financial aid administration, and placement and follow-up coordination. Since the students come from varied backgrounds, the counselors are cognizant of the need to recognize individual differences.

TCAT is designed to train each student for a specific vocational objective; therefore, it is important that a realistic vocational selection be made based upon the student's interests, aptitudes, and abilities.

COUNSELING SERVICES

The counseling staff helps students to identify and apply for admission to TCAT-Memphis that are well suited to their interests, abilities and aspirations. It is expected that through self-evaluation and extensive research, students will be able to reach thoughtful and appropriate decisions regarding their future education. Counselor and Advisor Roles

- Help students make good educational choices
- Serve as a liaison to the business representatives, other post-secondary institutions,
- Advocate strongly for our students

The staff also conducts programs and hosts advising seminars for students and their families to educate them about the many different pieces of the admissions puzzle, from assessment testing through the completion of applications.

ACADEMIC ADVISING

Academic Advising may be defined as consulting with students on a group or individual basis for the purpose of providing guidance and advice concerning academic, professional, and personal growth.

Advisors are expected to:

- assist students in their consideration and clarification of educational goals, assist students in developing a plan of study consistent with their goals and objectives,
- provide accurate information to students,
- be knowledgeable about programs, resources, policies and procedures,
- be appropriately available to students,
- provide timely attention to academic advising matters,
- assist students in evaluation and re-evaluation of progress toward established goals and educational plans, and

- make referrals to resources within and outside of the institution as appropriate.

Advising may include but is not limited to:

- service as an academic advisor,
- sponsoring or advising student groups in academic related activities,
- mentoring students, and/or
- advising students and providing letters of recommendation regarding graduate study and/or employment.

DISABILITY SERVICES

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

It is the responsibility of the student to seek available assistance at the college and to make his / her needs known.

Disability services is a College resource that provides educational support services and programmatic access promoting barrier-free environments (physical, programs, information) which means ensuring the rights of people with disabilities and meeting its obligations under federal and state statutes.

TCAT-Memphis affirms that no qualified person, by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College. Each qualified person shall receive reasonable accommodations to ensure access to educational opportunities, programs, and activities in the most integrated setting.

Academic Accessibility

Students with disabilities entering the TCAT-Memphis for the first time should contact the ADA Coordinator prior to their first trimester of enrollment. If a student is unable to perform certain academic tasks in the traditional manner because of a disability, reasonable accommodations can be arranged to allow alternative methods of meeting requirements. Such accommodations are discussed on an individual basis and in the spirit of equalizing opportunities rather than altering standards or waiving requirements.

It is the student's responsibility, along with the ADA Coordinator to notify and provide faculty the appropriate forms. The Accommodation Form must be requested by the student and presented to the instructor by the student at the beginning of each term.

Procedures for Accommodations

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

- Be self-identified to the ADA Coordinator
- Provide current documentation of the disability (Documentation is defined as a written summary from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question.)

Students are assured accommodations only when documentation is on file in the Office of Student Services. This documentation will be kept confidential and used for verification assessment purposes only.

Information provided to Student Services has absolutely no effect on one’s admission to TCAT-Memphis or student status.

FINANCIAL ASSISTANCE

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend school. All students are encouraged to apply for financial aid.

FINANCIAL AID PROGRAMS

1. Federal PELL Grant is a federally funded program which provides grants to eligible students for post-secondary education and training. Grants are based on a federal formula which measures the student's ability and that of his/her family to meet educational expenses. These grants provide the foundation of financial aid to which other aid may be added; therefore, all students needing assistance are encouraged to apply for this grant.
2. Tennessee Student Assistance Award is available to undergraduate residents of Tennessee enrolled in an eligible Tennessee College. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation. Eligibility is based on financial need as determined by the Federal PELL Grant formula.
3. Tennessee Department of Vocational Rehabilitation provides funds for students who are physically or mentally impaired and can demonstrate that they may benefit from training. Students interested in Vocational Rehabilitation should contact the local Vocational Rehabilitation Office for more information.
4. Workforce Development Board (WIA & Dislocated Worker) is a federal program providing assistance to full-time vocational students who meet the criteria needed for high-wage/high-skill occupations. Students receive vocational training which prepares them to enter the work force.
5. U.S. Department of Veteran Affairs - TCAT is approved by the State of Tennessee Higher Education Commission for Veteran's Educational Benefits. The necessary VA forms must be completed before enrollment verification is submitted to VA for payment. Questions or problems concerning VA benefits or eligibility should be directed to the U.S. Department of Veterans Affairs at the toll free numbers 1-888-422-4551 or 1-800-827-1000. The website address is www.gibill.va.gov.

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 of 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.

6. Veterans Affairs/Vocational Rehabilitation (VA/VOC) provides training/education funds for Veterans with a service-connected disability. The program will pay for tuition, books, supplies, and other training equipment for eligible veterans. Students are also provided monthly subsistence allowance while in training. VA regulations do not allow eligible veterans to draw benefits from more than one VA educational program for the same period of training. For more information, contact the VA regional office in Nashville or the VA/VOC counselor in Memphis, Tennessee.
7. Dislocated Workers Program provides training funds for dislocated workers. Dislocated workers are people who have lost good jobs through no fault of their own. They have either been out of work for a long time, or lost their jobs due to the following: plant closings, layoffs, changing technology, or changes in the economy. If you are a dislocated worker, contact the Workforce Investment Network or your local Tennessee Department of Labor Workforce Development for more information.
8. TCAT Scholarships are offered on a trimester basis to students who have enrolled for at least one trimester, and have satisfactory progress and attendance. Students must be recommended by their classroom instructor to be considered for this scholarship. These funds are made available by civic groups, church organizations, businesses, or professional clubs.
9. Wilder-Naifeh Technical Skills Grant (WNTSG) is available to any Tennessee resident who is at least 18 years of age or has a high school diploma/HSE. No minimum high school grade point average is required; no ACT test required for admission (Note: Student must meet program admission requirements.)
10. Tennessee Reconnect is available to Tennessee residents, U.S. Citizens. You must have a FAFSA dependency status of independent, enroll Full time at a Tennessee College of Applied Technology, be in pursuit of a certificate or diploma, and maintain continuous enrollment and satisfactory academic progress.
11. Tennessee Promise is both a scholarship and mentoring program

focused on increasing the number of students that attend college in our state. It provides students a last-dollar scholarship, meaning the scholarship will cover tuition and fees not covered by the Pell grant, the WNTSG, or state student assistance funds.

Yearly Application Process

Students who wish to receive financial aid should submit an application to the U.S. Department of Education on-line at www.fafsa.ed.gov. Students must have a Student Aid Report (SAR) on file in the Financial Aid Office to receive financial aid. All aid recipients must be enrolled in a regular, eligible program and have all eligibility requirements for aid completed prior to disbursement. Please note that some students applying for financial aid may be required to verify the information submitted on the aid application. Students must be prepared to submit income documents to the Financial Aid Office. All requested documents must be submitted within 30 days of notification or a student may forfeit his/her eligibility to receive federal aid. Eligible students will be allowed to charge tuition and fees to their Federal Pell Grant Award or Wilder-Naifeh Grant Award.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

- A. To make satisfactory progress a student must:
1. Complete 75% of cumulative scheduled hours (pace of completion). All periods of enrollment for a student's program will be included in determining the cumulative scheduled hours used for SAP, regardless of receipt of Title IV aid for the prior enrollments.
 2. Must maintain a minimum cumulative passing grade of "C" or higher if specified by the program and as published by the institution. CFR 668.34.
- B. Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment period, financial aid will be suspended. There is no appeals process for financial aid satisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.
- C. Remedial Courses – Any courses considered 'remedial' are included in the student's normal program of study and are included in the student's SAP calculation.
- D. Program Changes - Changes in program will not affect SAP because a student will then have a new program length and new payment periods.

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

F. **Repeats**

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

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

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

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

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

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

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

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

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

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

I. Notification

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

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

ASSESSMENTS & GRADES

An instructor will be expected to judge the work of his/her students and evaluate each student in terms of a standard marking procedure. In order to make an evaluation as objective as possible, guidelines are provided for assessing each student's skill proficiency, related information, and worker characteristics rating. The grading scale for the trade & industry (T&I), practical nursing and allied health programs is as follows:

T&I		Allied Health & Practical Nursing	
Grade	Points	Grade	Points
93 - 100 ...	A - 4	94 - 100 ...	A - 4
85 - 92 ...	B - 3	87 - 93 ...	B - 3
77 - 84 ...	C - 2	81 - 86 ...	C - 2
70 - 76 ...	D - 1	75 - 80 ...	D - 1
0 - 69 ...	F - 0	0 - 74 ...	F - 0

ATTENDANCE

After a full-time student has been absent for a total of 5.5% of the hours for which he/she enrolled for the term, the Student Affairs Manager or a representative will counsel the student regarding their attendance.

When a student has missed in excess of 42 hours (9.7%) of instruction, the Student Services Manager will further counsel the student and may recommend a suspension for excessive absences. Any student who exceeds the number of hours allowed for the term must present documentation of mitigating circumstances in order to remain in school during the term.

A student is considered tardy if not in the classroom at the designated time for class to start. Students arriving late to school or leaving early will be charged as follows:

- a. A full-time student enrolled for a full term (72 days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled for the trimester will be referred to the Student Services Office by the Instructor for counseling. NOTE: Counseling hours will be prorated for all part-time students and full-time students enrolled for less than a full term.
- b. When a student has missed in excess of 9.7% of the scheduled hours of attendance (42 hours for a full-time student attending a full term), that student will be placed on probation or suspended. Suspension hours must be prorated for any part-time student or full-time student enrolled for less than a full term.
- c. A student is considered tardy if not in the classroom at the designated time for class to start.

5 tardies: documented warning by instructor

6 tardies: documented probation by Student Services

NOTE: Students arriving late to school or leaving early will be charged as follows: 5 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour.

Students who enroll after the first day of the trimester should refer to the “Prorated Attendance and Tardy Chart” listed below to determine their allowable absences and tardiness for the first trimester of enrollment. After the first trimester those students will follow the regular policy describe above.

Prorated Attendance and Tardy Chart														
Week Number Started	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Hours for Counseling	24	22	21	19	18	16	15	13	11	10	8	6	5	3
Hours for Termination	42	40	37	34	31	29	26	23	20	17	15	11	8	5
Tardies	5 = Warning 6 = Probation 7 = Referral to Director					4 = Warning 5 = Probation 6 = Referral to Director				3 = Warning 4 = Probation 5 = Referral to Director				

EXCEPTIONS

In individual cases of extenuating circumstances, the Director may make exceptions to the termination due to absence. Such exceptions should be fully documented. Additional retention standards for specific programs may be maintained by the school pursuant to accreditation or licensing requirements.

Suspension Period and Readmission

When students are suspended for attendance violations, they are suspended through the next trimester. (Readmission procedures for students enrolled in Health Science programs will vary). Suspended students must complete an application for re-admission 30 days prior to the trimester in which they are eligible to enroll. Re-enrollment will be considered on a space-available basis.

Appeals for Suspension

Any student who exceeds the number of hours allowed for the term must present documentation to the Student Affairs Manager for consideration. The Student Affairs Manager will determine whether there are mitigating circumstances to waive the student's suspension. The student's financial aid will remain in good standing. However, if the student is suspended the financial aid will remain suspended and the student must file an appeal with the Financial Aid Coordinator for possible reinstatement of financial aid benefits.

Exempt Absences

The only absences which may be exempt are military service and jury duty. Any absence incurred due to job interviews will be exempt only if the job is related to the student's training as determined by the instructor. In all cases, documentation must be provided to support the absence from the classroom.

Attendance Policy for Transfer Students

Any student who transfers programs within a term must adhere to the attendance policy as stated above. The student's attendance record for the term will be transferred upon entry in another training program.

Attendance Records

The daily attendance of a student becomes a part of the student's permanent file and may affect the student's employment opportunities upon graduation. In addition, the total hours of absences are included on the student's transcript. It is recommended that students who are absent due to serious accidents, medical illnesses, or work schedule conflicts, obtain documentation from physicians or work supervisors.

PROGRESS

Progress reports, attendance records, work evaluations and any information that may be pertinent to successful employment are kept on each trainee and are filed in the Student Records Office. Evaluations and discussion of student progress are conducted each trimester. Students must maintain a "C" or better average for each trimester period of instruction. Students that fail to maintain adequate grades will be placed on academic suspension.

Readmission from Suspension

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

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

COMPLETION REQUIREMENTS

Graduates of TCAT are usually considered for entry-level employment in their respective occupations. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

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

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

CAREER READINESS CERTIFICATE

Students may sit for the WorkKeys assessment prior to completion of training, in an effort to attain a National Career Readiness Certificate (CRC). The CRC is nationally recognized and proves that candidates who have attained it possess the workplace skills needed to succeed on the job. The three WorkKeys assessments that must be taken to earn the CRC are: Applied Mathematics, Locating Information and Reading for Information.

TRANSCRIPTS

Transcripts of completed coursework may be obtained by filling out a transcript request form online or in the Records Office. Each request will be processed within seven to ten business days and mailed to the institution or home address listed on the form available at the Records Office or at www.tcatmemphis.edu.

PLACEMENT

The placement of students in satisfactory employment is one of the primary objectives of TCAT; therefore, we assist with placement. Students are required to fully participate in the job seeking process. The school maintains close communication with employers, both locally and statewide, who assist in this effort.

Students who continue in school until they complete the course of study are reasonably assured of placement.

TCAT placement rates are continually evaluated and reported to the school's accrediting agency and the Tennessee Board of Regents. Placement evaluations are utilized to monitor the effectiveness and continuation of programs.

FOLLOW-UP

To assist in evaluating the effectiveness of course offerings, the instructional staff maintains close contact with former students through correspondence, personal contact, and working relationships with their employers. Surveys and student follow-up studies are conducted to determine if changes need to be made in meeting individual student needs as well as the needs of 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 may expect an initial follow-up contact approximately three to five months after leaving the training program. There will be additional periodic contacts for further follow-up, and students are strongly encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.

STUDENT INSURANCE

TCAT does not require the purchase of student medical and accident insurance, but it is advisable for every student enrolled to have the appropriate insurance coverage. An enrollment brochure concerning the Student Insurance Plan, available from the State University and Community College System of Tennessee at special rates, can be obtained in the Student Services Office.

SAFETY

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of training. Safety instruction is an integral part of the total instructional program and becomes the student's responsibility to adhere to the safety and health requirements taught. In some areas of training, students are required to wear safety glasses, protective clothing, and protective footwear at all times. Identification badges must be worn at all times and are available through Student Services.

TRAFFIC AND PARKING RULES

The school may require registration with the director's office for any motor vehicle that is driven to campus by a student, faculty, staff member, or any other person authorized to use campus facilities. Additionally, the school may require such persons to purchase and display a parking permit or decal on their vehicles. Information concerning any such requirements will be available through the director's office. (SEE RESOURCES IN BACK OF CATALOG.)

ELECTRONIC DEVICES

To cultivate an environment conducive to learning, the classroom setting must remain free from all distractions. Therefore, during class hours, the use of electronic devices (e.g. cellular phones, pagers/beepers, etc.) is strictly prohibited. Said devices must either be turned off or switched to a silent mode. Students are only allowed to use these devices during lunch or other authorized break times. In the event of an extreme emergency, students should first notify their instructor so they can be excused from the classroom.

COMPLAINT / GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a clear, orderly and expedient procedure through which all students of Tennessee College of Applied Technology may process bona fide complaints or 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.

It is the philosophy of Tennessee College of Applied Technology - Memphis that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the College that conflict resolution be handled at the lowest level possible. Therefore, the first step of resolution will be an informal meeting with Administration, the complainant, and other pertinent and appropriate persons to discuss the matter.

Students must present formal 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. All due process shall be provided in accordance with TBR Policy No. 1:06:00.05, Uniform Procedures for Cases Subject to the Tennessee Uniform Administration Procedures Act.

Further grievances can also be made by contacting the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, Georgia 30350, telephone: 1-800 -917-2081 (www.council.org).

(PLEASE SEE RESOURCES IN BACK OF CATALOG PAGE92)

CONTINUING PROGRAMS

All continuing programs are designed to prepare persons for employment in specific or closely related occupations. Most full-time continuing programs are offered on a six-hour per day basis. Part-time continuing programs are also available. Instructional units are designed as a guide to assist the instructor in developing an individualized program for each student. The instructor will adjust the number of hours that a student spends working in the instructional units according to the student's previous experience and education.

COOPERATIVE EDUCATION

This program allows students to combine classroom instruction and job training to further enhance their job skills and is available in some programs. The employer supervises the student's performance and progress on-the-job in cooperation with the College. The Instructor will review this option with the student and with Administration, prior to completion of a Co-op contract.

NON-CONTINUING SUPPLEMENTAL PROGRAMS

All non-continuing supplemental programs are designed to assist individuals in improving or upgrading skills and increasing technical knowledge necessary for present employment or to acquire new skills and knowledge for a higher level of employment. The length of the programs is determined by the specific needs of the members of the class. Time and frequency of the classes are arranged to accommodate those attending.

SPECIAL INDUSTRY AND SUPPLEMENTAL PROGRAMS

Special industry programs are offered upon request. These courses are customized to meet specific requirements. These classes may be conducted either at the job site or on campus.

Tennessee College of Applied Technology - Memphis
ADMINISTRATION AND STAFF

Roland Rayner	Director
Nathan Garrett	Assistant Director
Gwen Fleming	Compliance & Curriculum Coordinator
Tina Studaway	Student Affairs Manager
Augustene Weston	Practical Nursing Coordinator
Marc Davis	Coordinator of Fiscal Affairs
Oscar Young	Evening Coordinator
Pamela Farley	Administrative Assistant
Pat Thompson	Coordinator - Aviation Center
Dorothy Rodgers	Records Coordinator
Gwendolyn White	Foundations Coordinator/Public Relations
Felecia Henderson	Financial Aid Coordinator
Vacant	Financial Aid Specialist
Latrisia Wallace	Financial Aid Specialist
Marlon Jones	Veteran's Affairs Coordinator
Joyce Hudson	Counselor
Tonya Braden	Counselor
Vacant	Counselor
Tanya Looney	Secretary
Regina Lawson	Receptionist
Cassandra Williams	Test Center Manager
Ronnie Bell	Publishing Services
Lisa Brasfield	Account Clerk II
Shavon Hill	Account Clerk II
LaQuella Wallace	Account Clerk II
Jeremy Lamont	Facilities Coordinator
Walter Sparks	Facilities Assistant

FACULTY

ADMINISTRATIVE OFFICE TECHNOLOGY

Mary Lane - B.S. LeMoyné Owen College; A.A.S. Northwest Mississippi Junior College; Microsoft Word 2010 Certification

Shelanda Simmons- M.B.A., Belhaven College; B.B.A Belhaven College

AUTOMOTIVE TECHNOLOGY

William Durden - Diploma, TCAT Memphis, Master ASE Certified Technician, G1 Certified Technician

AIRCRAFT MECHANICS

William Carpenter - A & P License; Private Pilot License Diploma, Tennessee Technology Center at Memphis

Gerald Chew - A & P License; FAA and FCC License; A.A.S., Southwest Community College; U.S. Navy

Ocie Duckworth - A & P License; B.S., Embry Riddle; U.S. Navy

Danny Ring - A & P License; Certified Instructor, U.S. Air Force

Nick Shields - B.S., Grand Canyon University, AZ; A & P License; A & P Diploma, TCAT Memphis; U.S. Navy

Travis Young - FAA Certified, Airframe/Powerplant Mechanic, A.A.S., North Central Institute, TN; U.S. Navy

ASSISTANT ANIMAL LABORATORY TECHNOLOGY

Ensa Matthews - B.S. Ft. Valley State University; B.S. Animal Science, Tuskegee University

AVIONICS

Kenneth Pearson - FAA & FCC License; Graduate, A & P, Pulaski Technical College; Avionics, TTC Memphis

BARBERING

Ernestine J. Peete - Licensed Master Barber, Cosmetologist, A.A.S., Culinary Arts, Kendall College; B.P.S. & M.A., University of Memphis

Reginald Travis – Master Instructor License, Tennessee Technology Center Memphis; Diploma, Master Barber, Tennessee Technology Center Memphis

COLLISION REPAIR TECHNOLOGY

Dean Walker - Hunter Wheel Alignment, ASE Certification
Full Frame Analysis and Repair – ASE Certification
Painting and Refinishing – ASE Certification
Non-Structural Analysis and Damage Repair – ASE Certification
Structural Analysis and Damage Repair – ASE Certification

COMPUTER-BASED GRAPHIC DESIGN

Rose Fries - B.A., Communications, University of Memphis;
B.F.A., Graphic Design, University of Memphis

COMPUTER INFORMATION TECHNOLOGY

Marcus Curry - Diploma, Tennessee Technology Center at Whiteville;
A.A.S, Southwest TN Community College, Information Technology
Sean Blackwell- A.A.S. State Technical Institute Memphis,
Microcomputer Management

CONSTRUCTION TECHNOLOGY

Brad Kerley – A.A.S., State Technical Institute; United
Brotherhood of Carpenters Journeyman

COSMETOLOGY

Dorothy Bell - Licensed Cosmetologist Diploma, Tennessee
Technology Center at Memphis
B. Clarice Armstrong - Licensed Cosmetologist Diploma,
Tennessee Technology Center Memphis; Instructor License,
Leimert Beauty College

DENTAL ASSISTANT

Alicia Hogan - Diploma, TCAT Memphis, C.D.A., R.D.A.,
CPFDA

DENTAL LABORATORY TECHNOLOGY

Joshua Thronson - Diploma, Tennessee Technology Center at
Memphis; RG, CDT

DIESEL MECHANICS

TyJuan Stitt – Diploma, TCAT Memphis
Andrew Hagy- Diploma, TCAT Memphis; ASE Certified
Master Technician

DRAFTING & CAD TECHNOLOGY

Norris Washington - B.S., University of Memphis;
Diploma, TCAT Memphis

ELECTRONICS TECHNOLOGY

Carlton Carter B.S. Southern Illinois University; FCC
License, CET

HEATING, AIR CONDITIONING & REFRIGERATION

Jesse Johnson - Licensed Master HVAC/R Contractor,
Certification in Electrical and A/C Technology, Electric Heat
Technician, Gas Heat Technician, Heat Pump Service, Residential
Air Conditioning, and HVAC Excellence certification as Certified
Air Conditioning Educator

MACHINE TOOL TECHNOLOGY

Samuel Snipes- Diploma, TCAT Memphis; Six Sigma
Green Belt Certificate, Fanuc Macro-B Certificate,
Unigraphics CAD/CAM Mill, Wire EDM, Lathe
Certificates, Master Cam Multi-axis Mill, Wire EDM
and Lathes Certificate, Part Maker CAD/CAM, Multi-
axis, Lathe and Swiss turn Certificate
Mark Bickers - Diploma, TCAT Memphis, NIMS Certified

MASONRY

Vacant

PHARMACY TECHNOLOGY

Kimberly Tarton - B.S. LeMoyné-Owen College, CPhT, RPhT

PRACTICAL NURSING

Vanessa Carter - RN, BSN, Baptist College of Health Science
Yolanda White - Kaplan University, M.S.N.; Baptist College of Health
Sciences, B.S.N.; University of Arkansas, B.S
Harriet Davis - RN, BSN, Baptist College of Health Science

TECHNOLOGY FOUNDATIONS

Janet Blue - B.S. Kaplan University; A.A.S. Southeast
College of Technology; B.S. University of Wisconsin

TRUCK DRIVING

Lynn Rimes - Class A CDL
Letta Williams – Class A CDL

WELDING

Bond Stewart- Welding, Blazing & Soldering Steam Fitters
Journeyman; Diploma, TCAT Covington

ADJUNCT FACULTY

Latasha Bolden - Evening Cosmetology Instructor

Larry Henry - Evening HVAC Instructor

Ron Rogers - Evening Instructor, FAA Certified

Airframe/Powerplant Mechanics, BS,

University of Memphis

Leroy Hall-Evening Instructor, FAA Certified Airframe/

Powerplant Mechanic

Kanesha Taylor- Evening Barbering Instructor

TECHNOLOGY FOUNDATIONS

COURSE DESCRIPTION

Each applicant will be assessed through the KeyTrain Learning System. The TCAT counselors review the results with the student and advise as needed. The Technology Foundations Program provides enrolled TCAT students the opportunity to receive additional, supplemental job-related training based on their own specific needs in reading, locating information and mathematics.

The program uses the KeyTrain Skills Tests for assessment in Reading for Information, Applied Math, and Locating Information. Computer workstations contain the KEYTRAIN Internet Learning System for Basic Workplace Skills, which is prescriptive, competency-based, and self-paced to improve each student's skills in those three areas, as well as other related Life and Job Skills. Students remain in this program until the desired fundamental levels identified as required for successful performance in specific occupations are mastered.

Students may enroll in Technology Foundations for personal educational development or in preparation for testing and enrolling in the school.

The lab also contains software to assist in preparation for the Nurse Entrance Test and the HSE.

Technology Foundations is offered at the Main Campus.

Technology Foundation Units of Instruction

- I. Reading for Information
- II. Applied Mathematics
- III. Locating Information
- IV. Observation
- V. Teamwork
- VI. Writing
- VII. Introduction to Applied Technology
- VIII. Applied Technology - Electricity
- IX. Applied Technology - Fluid Dynamics

- X. Applied Technology - Mechanics
- XI. Applied Technology - Thermodynamics
- XII. Beginning Language
- XIII. Beginning Mathematics
- XIV. Business Writing
- XV. Listening
- XVI. Introduction to Career Clusters

WORKKEYS Assessments in Language Arts, Math and Reading

Career Readiness Certificates:

All students may sit for the WorkKeys assessment prior to completion of training, in an effort to attain a National Career Readiness Certificate (CRC). The CRC is nationally recognized and proves that candidates who have attained it possess the workplace skills needed to succeed on the job. The three WorkKeys assessments that must be taken to earn the CRC are: Applied Mathematics, Locating Information and Reading for Information. Contact Cassandra Williams at 543-6134 for further CRC information.

ADMINISTRATIVE OFFICE TECHNOLOGY

COURSE DESCRIPTION

The mission of the Business Systems Technology Program is to prepare individuals for employment in a variety of careers as an office professional. Students may select one of seven major areas of study-general office, information processing, accounting, administrative, medical and health information, medical administrative, and legal administrative. Individual learning modules geared specifically to each major area are integrated into the curriculum. Modules ranging from introduction to the PC, office equipment use, recording medical histories, composing correspondence, managing databases, creating spreadsheets, creating presentations and reports, mailings, telephone techniques, electronic filing, etc., are taught.

The core responsibilities of each field such as performing and/or coordinating office activities, storing, retrieving and integrating information, and organizing and maintaining files are an integral part of the curriculum.

Safe, efficient work practices and basic occupational and employability skills are emphasized. Office internships are also required for each core completion.

Business Systems Technology is offered at the Main Campus and on-line at www.rodpc.org.

CAREER OPPORTUNITIES

Organizational restructuring and increased office automation have led to a variety of administrative and clerical jobs. As technology continues to expand, experience as an office professional provides an abundance of job opportunities. Rapidly growing industries such as administrative and support services, health care and social assistance, educational services, and professional scientific and technical services generate a large number of opportunities. Other opportunities exist at the local, state and federal level.

UNITS OF INSTRUCTION

- I. Orientation and Safety
- II. Technology Foundation
- III. Learning Strategies
- IV. Professional Development
- V. Introduction to Computers
- VI. Knowledge and Document Processing
- VII. Business Math and Personal Finance
- VIII. Office Procedures

- IX. Business Communications
- X. Intermediate Document Processing
- XI. Spreadsheet Applications
- XII. Database Applications
- XIII. Presentation Software
- XIV. Employability Skills
- XV. Accounting
- XVI. Payroll
- XVII. Computerized Accounting
- XVIII. Advanced Telecommunications
- XIX. Customer Relations Management and Ethics
- XX. Public Communication
- XXI. Collections Management
- XXII. Customer Service Technology Trends
- XXIII. Medical Terminology
- XXIV. Medical Ethics
- XXV. Medical Office Procedures
- XXVI. Medical Transcription
- XXVII. Intro to Medical Insurance
- XXVIII. Intro to Medical Coding
- XXIX. Electronic Health Records

PROGRAM LENGTH

3 Trimesters - 1296 Clock hours

CERTIFICATE & DIPLOMA LEVELS

General Office Assistant	Certificate	432Hrs
Software Applications Specialist	Certificate	864Hrs
Administrative Assistant with an Accounting Emphasis	Diploma	1296 Hrs
Administrative Assistant with a Customer Service Technology Emphasis	Diploma	1296 Hrs
Medical Administrative Assistant with a Transcription Emphasis	Diploma	1296 Hrs
Medical Administrative Assistant with an Insurance and Coding Emphasis	Diploma	1296 Hrs

CERTIFICATIONS OFFERED

MOS - Microsoft Office Specialist

AIRCRAFT MECHANICS

COURSE DESCRIPTION

The mission of the Aircraft Mechanics Program is to train students for employment as Aviation Airframe and Powerplant Maintenance Mechanics. Using FAA approved classroom instruction and practical shop experience, students are taught to inspect, repair, service and overhaul airframes and powerplants of both large and small aircraft.

The program includes all of the aircraft components and systems including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, space age composites and the sophisticated electronics that monitor and control the aircraft. Students learn to work through specially designed openings while standing on ladders or scaffolds, or using hoists or lifts to remove the engine from the craft for repair, service, or replacement.

Graduates are eligible to sit for the FAA licensure examinations for the Airframe and Powerplant ratings.

The course emphasizes and uses safe and efficient work practices as required by the Federal Aviation Administration (FAA).

Aircraft Mechanics is offered at the Extension Campus.

CAREER OPPORTUNITIES

Students who have completed aircraft mechanics programs are excellent candidates for jobs at small commuter and regional airlines repair stations, and in general aviation. The Occupational Outlook Handbook shows commuter and regional airlines as the fastest growing segments of the air transportation industry. Mechanics who keep abreast of technological advances in electronics, composite materials, and other areas will be in greatest demand.

UNITS OF INSTRUCTION

- I. General - Phase I
- II. Aviation Electricity - Phase II
- III. Airframe Structures - Phase III
- IV. Airframe Systems - Phase IV
- V. Powerplant Reciprocating Engines - Phase V
- VI. Powerplant - Turbine Engines - Phase VI

PROGRAM LENGTH

4.5 Trimesters - 1944 Clock Hours - 18 Months

CERTIFICATE AND DIPLOMA LEVELS

Airframe Mechanic	Diploma	1296 Hrs
Powerplant Mechanic	Diploma	1296 Hrs
Airframe & Powerplant Mechanic	Diploma	1944 Hrs

LICENSE OR CERTIFICATION

Federal Aviation Administration (FAA)

SPECIAL ADMISSIONS REQUIREMENTS

1. High School Diploma or HSE
2. Pass score requirements on Keytrain Assessment

LICENSURE REQUIREMENTS

1. No convictions for violation of any Federal or State Statutes 12 months prior to application
2. Must pass FAA (Federal Aviation Administration) written, oral, and practical exam

Aircraft Mechanics students are required by the Federal Aviation Administration to make-up all missed material/time within the time frame set by TCAT.

ASSISTANT ANIMAL LABORATORY TECHNOLOGY

COURSE DESCRIPTION

The mission of the Assistant Animal Laboratory Technology (AALT) Program is to provide students with the knowledge and skills necessary to become employed as animal care technicians in the biomedical research and veterinary fields. This 12-month course emphasizes animal welfare, safe and efficient work practices, and basic employability skills.

Students may complete the program as cagewash technicians, animal caretakers, or assistant animal laboratory technicians. Hands-on clinical experiences in a supervised animal lab setting will be provided and may be considered toward eligibility for an internationally-recognized certification exam administered by the American Association for Laboratory Animal Science (www.aalas.org).

AALT is offered at the main campus.

CAREER OPPORTUNITIES

Assistant animal laboratory technicians provide the daily animal care and support for a variety of research animal species—the majority being rodents but may include rabbits, cats, dogs, large animals, chickens, amphibians, fish, and others. Typical responsibilities of this position might include:

- Performing daily sanitation and sterilization procedures (washing animal cages and equipment, cleaning animal rooms, etc.)
- Providing daily care for animals (feeding and watering animals, changing animal bedding, etc.)
- Supplying environmental enrichment for animals
- Observing and reporting changes in environmental data (room temperature, humidity, air exchange rates, etc.)
- Routine handling and restraining of animals
- Maintaining detailed animal records
- Recognizing physical signs of change in animal health (eating habits, stools and urine output, appearance, animal behavior, etc.)
- Providing routine treatments (clipping overgrown toenails, administering medications, etc.)

For a video with details about careers in this field, visit: http://www.aalas-foundation.org/career_video.html

With additional work experience and the ongoing expansion of the biomedical research field, career advancements are expected and may include animal husbandry, facility supervision and management, staff training, laboratory research, and compliance administration. Positions in this field are available in the local area, across the country, and even worldwide.

The experience gained in this program also prepares students for positions in private-practice veterinary clinics and a variety of other jobs relating to the care of animals.

UNITS OF INSTRUCTION

- Scientific terminology and related math
- Basic anatomy and physiology
- Animal research regulations
- Occupational health and safety
- The animal research facility and equipment
- Hygiene and sanitation
- Feed and nutrition
- Information on various animal species
- Animal husbandry and recordkeeping
- Heredity and breeding
- Animal health surveillance
- Related technical skills and procedures
- Diagnostic techniques
- Veterinary pharmacology and anesthesia
- Asepsis and the surgical environment
- Oral and written communication skills
- Employability skills

PROGRAM LENGTH

3 Trimesters - 1296 Clock Hours

CERTIFICATE and DIPLOMA LEVELS

Cage Wash Technician	Certificate	210hrs.
Animal Caretaker	Certificate	780hrs.
Assistant Animal Laboratory Technician	Diploma	1296hrs.

SPECIAL ADMISSION REQUIREMENTS

In addition to regular admission requirements, applicants must:

1. Complete all TCAT admission requirements for enrollment.
2. Submit the following required documents within the designated time frame. Details will be given in the Student Services Office:
 - a. High school diploma and/or college transcript
 - b. Two work references or character references (Relatives are not considered acceptable references.)
 - c. Proof of a medical examination within the past 6 months. NOTE: It is highly suggested applicants are tested for animal allergies since students will be directly exposed to a variety of species including: mice, rats, rabbits, cats, and dogs. Those with animal allergies may want to consider another program.
 - d. Documentation of the following vaccinations (or proof of positive titer):
 - i. MMR (series of 2 vaccinations)
 - ii. Hepatitis B (series of 3 vaccinations)
 - iii. Chicken Pox (Varicella)
 - iv. Tetanus
 - v. Influenza (seasonal)
 - e. A negative tuberculin (TB) skin test within the past 3 months.
 - f. Completion of the AALT Health Questionnaire Form
 - g. The required writing sample
 - h. Resume of work history

AUTOMOTIVE TECHNOLOGY

COURSE DESCRIPTION

The mission of this ASE (Automotive Service Excellence) certified program is to prepare students for entry-level employment as automotive technicians. The program provides classroom instruction and hands-on training on automotive systems and their functions. The eight areas of ASE certification are taught through theory, application and co-op opportunities.

Students learn the disassembly, repair and reassembly of components of fuel systems, alternators, starters, ignition systems, engines, front ends, transmissions, and brake systems. They also get advanced training which includes learning to troubleshoot and diagnose malfunctions and repair or replace defective parts to restore the vehicle to proper operating condition.

The automotive curriculum also includes the development of attitudes and work habits that will satisfy the needs of the automotive industry with regard to customer service.

Upon completion, students are eligible to sit for the ASE Certification Exam (Automotive Service Excellence).

Automotive Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The need for automotive service technicians is expected to increase through the year 2008, due to the expansion of the driving age population, the number of households with multiple motor vehicles and state and local EPA program requirements. The growing complexity of automotive technology also necessitates the demand for highly trained mechanics and technicians.

Jobs are available in dealerships, independent service shops, store associated shops, specialty service shops, and fleet service and maintenance. In addition to service technicians, there are many other job opportunities.

UNITS OF INSTRUCTION

- I. Safety & Orientation
- II. Engine Performance
- III. Engine Repair
- IV. Automatic Transmissions/Transaxles
- V. Manual Drive Train & Axles
- VI. Suspension & Steering
- VII. Brakes

- VIII. Electrical/Electronic Systems
- IX. Heating & Air Conditioning
- X. Employability Skills

PROGRAM LENGTH

5 Trimesters - 2160 Clock Hours

CERTIFICATE AND DIPLOMA LEVELS

Technician Assistant	Certificate	648 Hrs
Technician Apprentice	Certificate	1296 Hrs
Master Technician	Diploma	2160 Hrs

PROGRAM ACCREDITATION

National Automotive Technicians Education Foundation, Inc. (NATEF)

SPECIAL NOTICE

Employment: Based on industry requirements, students should hold a valid driver's license and maintain a good driving record.

AVIONICS MAINTENANCE TECHNOLOGY

COURSE DESCRIPTION

The purpose of this 12-month program is to provide specialized experience for employment in the field of Aviation Electronics.

The course prepares individuals to test, troubleshoot, maintain, replace and repair aviation electronic systems and components of both large and small aircraft.

Students study all aircraft electronic systems including Global Positioning Systems (GPS). They receive instruction in proper soldering methods and become certified Solder Operators in J-STD-001.B soldering. FCC Regulations for passing the FCC exam are also studied and the student will be given the opportunity to take the FCC General Radio Operators License (GROL) exam. With further education, this course can also lead to an AS degree.

Avionics Maintenance Technology is offered at the Extension Campus.

CAREER OPPORTUNITIES

Upon completion of this program, graduates will have the skills and knowledge to attain employment virtually anywhere within the aviation industry. Good, qualified avionics technicians are in high demand around the world in both commercial and general aviation. It is a career which is both rewarding and fulfilling.

UNITS OF INSTRUCTION

- I. Aviation Safety/Aviation Fundamentals
- II. Basic Electricity and Electronics
- III. Basic Troubleshooting, Repair and Soldering
- IV. Communications, Analog and Digital Instruments and Navigation Systems
- V. Aircraft Electrical, Avionics Systems and Aircraft.

PROGRAM LENGTH

3 Trimesters – 1296 Clock Hours – 12 Months

Diploma - Avionics Maintenance	Technician	1296 hrs.
Program Certification - Federal Communications Commission (FCC)		

BARBERING

COURSE DESCRIPTION

The mission of the Barbering Program is to provide specialized classroom instruction and practical shop experience in preparation for employment in the field of Barbering.

Students learn to cut hair using razors, shears and clippers. Special attention is given to hygiene, skin and scalp diseases, and equipment sterilization. Instruction also includes manicuring, facials, hair styling and hair coloring. Anatomy and physiology, sanitation, and salon operation are also included in the curriculum.

The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills.

Upon completion of the program, students are qualified to take the Tennessee Master Barber License Examination to become licensed as a Master Barber. A lower level certificate as Barber Technician is also available from the state.

Barbering is offered at the Main Campus.

CAREER OPPORTUNITIES

Numerous career opportunities exist in the field of barber-styling. Professional growth as a barber stylist could lead to a career as shop manager, shop owner, sales and marketing specialist, competition and platform specialist or state barber board member.

Additional education could lead to a career as a product researcher, instructor, or journal writer.

Increasing population, income, and demand for barbering services will continue to stimulate growth opportunities in this field. Advancement usually takes the form of higher earnings as barbers gain experience and build a steady clientele.

UNITS OF INSTRUCTION

- I. Orientation/Safety
- II. Skin Care & Makeup, Facial
- III. Bacteriology & Sanitation
- IV. Shampoos & Rinses
- V. Manicure and Nail Care
- VI. Haircoloring, Tinting & Dyeing
- VII. Hair, Skin & Scalp Properties & Treatment
- VIII. Disorders of Hair, Skin & Scalp
- IX. Anatomy & Physiology

- X. Elementary Chemistry (Electricity & Light Therapy)
- XI. Massaging & Manipulating
- XII. History & Professional Image
- XIII. Barber Implements
- XIV. Hairstyling
- XV. Hairpieces & Fitting/Mustache & Beard Design
- XVI. Haircutting, Hairstyling & Hair setting
- XVII. Chemical Theory
- XVIII. Chemical-Permanent Waving & Hair
Coloring/Relaxing/Bleaching
- XIX. Massage & Facial Treatment - Theory & Physical
- XX. Shaving
- XXI. Licensing Laws
- XXII. Management/Salesmanship
- XXIII. Preparation for Seeking Employment

PROGRAM LENGTH

3.5 Trimesters - 1500 Clock Hours

CERTIFICATE & DIPLOMA LEVELS

Barber Technician	Certificate	340 Hrs
Master Barber	Diploma	1500 Hrs

STATE BOARD LICENSING AGENCY

The Tennessee Board of Barber Examiners

BUILDING CONSTRUCTION TECHNOLOGY

COURSE DESCRIPTION

The mission of the Building Construction Technology is to provide theory and hands-on training that will qualify students for employment or advancement in building construction.

Students erect framework including subflooring, sheathing, partitions, floor joists, studding and rafters. The curriculum also includes building preparation for trimming, installing molding, wood paneling, window sash, door frames, doors and hardware, as well as building stairs and laying floor.

Detailed coverage of all aspects of light frame construction is provided. Special emphasis is placed on the use of modern tools, materials and prefabricated components in the application of interior trim, and construction of stairs and cabinet work. Safety is a major component of all aspects of training.

Employability skills are a vital component of the curriculum and include appropriate work behavior and communication skills.

Building Construction Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The construction industry employs millions of workers. Jobs are available in more than two dozen trades in the industry. Building trade workers are employed in the construction, maintenance, repair, and alteration of residential and commercial buildings, highways, airports, and similar structures. There are additional career levels, which require special training and education. The average starting salary is \$24,000 per year.

UNITS OF INSTRUCTION

- I. Orientation
- II. Basic Skills
- III. Hand & Power Tool Use/Safety
- IV. 9” Project & Sawhorses/Mud Boards
- V. Rough Carpentry - Footings/Foundations, Wall Framing, Roof Framing, Windows/Ext. Doors, Siding materials/Installation, Roofing Materials/Installation, Drywall Installation/Finishing, Repair
- VI. Layout - Plans, Specifications, General Building Codes, Layout Techniques, Leveling Instruments

- VII. Finish Carpentry - Specialty Tools, Fitment/Making the Cut, Ext. Cornice & Trims, Int. Trim/Moldings, Cabinetry, Finishes, Repair
- VIII. Plumbing/HVAC - Specialty Tools, DMV System Materials/Design, Pressure Water Systems Materials/Design
- IX. Fixtures
- X. HVAC Systems Familiarization, Natural Gas Propane/Fixtures/Sizing, Repair
- XI. Electrical - Specialty Tools, Theory, Residential Wiring Introduction, Commercial Wiring Introduction, Fixtures, Repair
- XII. Masonry - Specialty Tools
- XIII. Entrepreneurship

PROGRAM LENGTH

5 Trimesters - 2160 Clock Hours

CERTIFICATE & DIPLOMA LEVELS

Carpenter Helper	Certificate	432 Hrs
Mason Helper	Certificate	432 Hrs
Plumbing Helper	Certificate	432 Hrs
Electrician Helper	Certificate	432 Hrs
Framing Carpenter	Diploma	1296 Hrs
Finish Carpenter	Diploma	2160 Hrs

COLLISION REPAIR TECHNOLOGY

COURSE DESCRIPTION

The mission of the Collision Repair Technology Program is to train students for employment in the field of Collision Repair and Refinishing.

Students learn to repair and refinish automobile and truck bodies. Instruction includes inspecting vehicles for damage; cutting, welding, and straightening sheet metal; and removing and replacing trim and glass. The refinishing portion offers students advanced painting techniques, single stage urethane, and base coat clear coat systems.

The course emphasizes safe and efficient work practices along with quality workmanship and employability skills. Individuals must have a valid drivers license, good driving record, and be free of respiratory disorders in order to enter the program. Co-op training is available. Upon completing program requirements, the student is eligible to take the ASE Certification Exam.

Collision Repair Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The demand for qualified collision repairers will increase as the number of motor vehicles in operation continues to grow in line with the nation's population. Growth will continue to be concentrated in automotive repair and maintenance shops and automobile dealerships. Students will be employable as collision repair technicians, automotive painters, or automotive shop service writers. Employment opportunities are available in environments ranging from small garages to body shop management and sales.

Automotive body repairers often work closely with automotive service technicians and mechanics, diesel service technicians and mechanics, auto damage insurance appraisers and painting and coating workers.

UNITS OF INSTRUCTION

- I. Safety
- II. Related Math
- III. Non-Structural Analysis & Damage Repair Preparation
 - Basic Hand Tools
 - Automotive Fasteners
 - Automotive Construction
 - Basic Sheet Metal Repair

- IV. Structural Analysis & Damage Repair
 - Basic Frame Repair
 - Body Shop Equipment
 - Replacement of Body Components
- V. Mechanical & Electrical Components
 - Auto Body Mechanical
 - Auto Body Electrical
- VI. Plastics & Adhesives
- VII. Painting & Refinishing
 - Paint Equipment
 - Auto Body Painting
 - Shop Service Writer
- VIII. Work Place Skills
 - Internship (Optional)

PROGRAM LENGTH

4 Trimesters - 1728 Clock Hours

CERTIFICATE AND DIPLOMA LEVELS

Non-Structural Assistant	Certificate	432 Hrs
Non-Structural/Structural Assistant	Certificate	864 Hrs
Collision Repair Technician	Diploma	1296 Hrs
Automotive Refinishing Technician	Diploma	1296 Hrs
Collision Repair/Refinishing Technician	Diploma	1728 Hrs

CERTIFICATE AND DIPLOMA LEVELS

I-CAR

SPECIAL NOTICE

Employment: Based on industry requirements, students should hold a valid driver's license and maintain a good driving record.

COMPUTER BASED GRAPHIC DESIGN

COURSE DESCRIPTION

The mission of the Computer Based Graphics Design Program is to meet the needs of business and industry by preparing students for employment as graphic artists and updating the skills of existing personnel.

The program offers instruction in computer graphics, desktop publishing, proper scanning techniques, pre-press production and introduction to web page design. Students learn to combine practical knowledge with artistic ability to turn abstract ideas into formal designs for publications, web sites, logos, signage, movie or TV credits, etc. This training allows them to produce live work from business cards to web pages using MacIntosh computers and publishing industry standard programs.

The computer graphics student should have a high school diploma or HSE, basic math skills and good reading comprehension.

Employability skills in the form of resume and portfolio building are an integral part of the program.

Computer Based Graphic Design is offered at the Main Campus.

CAREER OPPORTUNITIES

The demand for graphic designers is expected to grow as consumers, businesses, and manufacturers continue to rely on the services they provide. Due to web-based information, video expansion, the entertainment market, and the rising demand for interior design of private homes, offices, restaurants, etc., employment growth is eminent. Upon completion of this program, a graduate will be qualified to work as an entry level graphic artist for a printing company, advertising agency, newspaper, sign company, or in-plant/marketing department.

UNITS OF INSTRUCTION

- I. Basic Measurements
- II. MacIntosh Fundamentals
- III. Indesign
- IV. Photoshop
- V. Illustrator
- VI. Flash
- VII. Dreamweaver
- VIII. Basic Keyboarding

- IX. Graphic Communications
- X. Design Principles
- XI. Resume and Portfolio Building

LENGTH OF PROGRAM

3 Trimesters - 1296 Hrs

CERTIFICATE & DIPLOMA LEVELS

Layout Artist	Certificate	432 Hrs
Layout Designer	Certificate	864 Hrs
Graphic Designer	Diploma	1296 Hrs
Commercial Graphic Designer	Diploma	1296 Hrs

COMPUTER INFORMATION TECHNOLOGY

COURSE DESCRIPTION

The mission of the Computer Information Technology program is to prepare students for employment as computer support specialists by combining the working knowledge of the theoretical and practical implications of the operating system and its peripherals. The students will become proficient in installing, modifying, and making minor repairs to microcomputer hardware systems as well as investigating and resolving computer software and hardware problems. Analyzing data processing requirements to plan systems that will provide required capabilities for projected work loads, and learning to implement and make applications of software to process business data according to operating instructions are also an integral part of training.

Safe, efficient work practices and basic occupational and employability skills are emphasized. In addition to theoretical and hands-on experience in the shop, the program also provides for cooperative work experience training.

Students may select a certificate area or a major area of interest leading to a diploma. Within each major area, students also have the opportunity to develop the skills needed for several different certificate levels.

Computer Information Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The rapid growth of the microcomputer industry creates a growing demand for qualified microcomputer specialists, networking specialists, information processing technicians, and hardware technicians. In order to maintain a competitive edge and operate more cost effectively, firms will continue to demand computer professionals who are knowledgeable about the latest technology.

COURSE OUTLINE

- I. Orientation
- II. Keyboarding
- III. Computer Concepts
- IV. Desktop Publishing
- V. Word Processing
- VI. Communications Software
- VII. Spreadsheets
- VIII. Basic Operating Systems

- IX. Advanced Operating Systems
- X. Advanced Graphics
- XI. Web Page Design
- XII. Databases
- XIII. A+ Preparation
- XIV. Network+ Preparation
- XV. Visual Basic
- XVI. Java Programming
- XVII. Database Programming
- XVIII. Data Structures

PROGRAM LENGTH

5 Trimesters - 2160 Hrs

CERTIFICATE & DIPLOMA LEVELS

PC Operator	Certificate	432 Hrs
Information Processing Technician	Certificate	864 Hrs
Computer Support Specialist	Diploma	1296 Hrs
Web Developer	Diploma	1296 Hrs
Computer Information Systems	Diploma	1296 Hrs

PROGRAM CERTIFICATIONS OFFERED

IC3 - Internet Computing Core Certification

MOS - Microsoft Office Specialist

A+ Preparation

Network + Certification

COSMETOLOGY

COURSE DESCRIPTION

The mission of the Cosmetology Program is to train students for employment as entry-level cosmetologists. Both theory and practical instruction are given on hair care, hair styling, nail care and skin care.

Students are taught to cut, shampoo, and style hair and to manicure and sculpt nails.

Skill techniques for developing and building a loyal and satisfied clientele are an integral part of the course.

The course emphasizes safe and efficient work practices, employability skills, along with basic communication skills for the workplace and human relations.

Upon completion of the required number of theory and practical hours in each area, the student is eligible to sit for the Tennessee board exam.

Cosmetology is offered at the Main Campus.

CAREER OPPORTUNITIES

The cosmetology field has a diversity of job possibilities that offer glamour, excitement, creative expression, and outstanding monetary rewards. Experience as an entry-level cosmetologist could lead to such jobs as hair color specialist, texture service specialist, wig or extension specialist, retail specialist, skin care specialist, colorist, nail technician, educator, platform artist, or make-up artist.

Teaching opportunities in the field of cosmetology are numerous. Positions as educational consultants for product manufacturers, continuing education providers to other licensees and positions as school educators or managers are available. State licensing board examiner is also an option.

UNITS OF INSTRUCTION

- I. Orientation
- II. Safety—Sterilization/Sanitation & Bacteriology
- III. Anatomy & Physiology Shampooing & Rinsing
- IV. Hair Care and Scalp
- V. Hairdressing & Styling
- VI. Manicuring & Pedicuring
- VII. Hair Relaxer/Coloring/Bleaching/Toning
- VIII. Sculptured Nails
- IX. Hair Structure and Chemistry
- X. Permanent Waving

- XI. Shop Ethics, Personality & Salesmanship
- XII. State Law
- XIII. Facials, Arching, Lash & Brow Tinting
- XIV. Salon Management
- XV. EPA & OSHA Requirements
- XVI. Product Knowledge

PROGRAM LENGTH

3.5 Trimesters - 1500 Clock Hours

CERTIFICATE AND DIPLOMA LEVELS

Natural Hair Stylist	Certificate	300Hrs
Shampooist	Certificate	300Hrs
Manicurist	Certificate	600Hrs
Cosmetologist	Diploma	1500 Hrs
Official licensing issued only by State Board		

LICENSING AGENCY

State of Tennessee Board of Cosmetology

DENTAL ASSISTANT

COURSE DESCRIPTION

The mission of the Dental Assisting program is to provide specialized classroom instruction and practical experience in preparation for employment in a dental office.

The program prepares individuals to directly assist the dentist in all aspects of treatment. The curriculum includes exposure and processing of x-rays, preparation of operatory and patient treatment, mixing and delivering materials and medications, functioning as a receptionist, and performing a variety of clinical and laboratory procedures as specified in the State Dental Practice Act.

This course emphasizes safe and efficient work practices, and basic occupational and employability skills.

Dental Assistant is offered at the Main Campus.

CAREER OPPORTUNITIES

Career opportunities are available as a chairside dental assistant, office manager, insurance clerk for health care providers, or a sales representative for dental manufacturing companies. Graduates are also eligible to take state and national certification tests.

UNITS OF INSTRUCTION

- I. Professional Orientation
- II. Dental Sciences
- III. Pathology
- IV. Embryology
- V. Dental Materials I, II, III
- VI. Dental Radiography I, II, III, IV
- VII. Anatomy & Physiology
- VIII. Dental Anatomy
- IX. Dental Specialties
- X. Endodontics
- XI. Periodontics
- XII. Orthodontics
- XIII. Prosthodontics
- XIV. Oral Surgery
- XV. Pedodontics
- XVI. Operative Dentistry
- XVII. Clinical Assistant I, II, III
- XVIII. Ethics & Jurisprudence
- XIX. Oral Diagnosis
- XX. Preventive Dentistry

XXI.	Prevention & Nutrition
XXII.	Office Emergencies
XXIII.	Pharmacology
XXIV.	Therapeutics
XXV.	Head and Neck Anatomy
XXVI.	Communication/Psychology
XXVII.	Microbiology and Sterilization
XXVIII.	Practice Management I
XXIX.	Office Administration
XXX.	Practice Management II
XXXI.	Employability Skills

PROGRAM LENGTH

4-Trimesters - 1296 Clock Hours

DIPLOMA LEVEL - Dental Assistant Diploma

SPECIAL ADMISSION REQUIREMENTS

In addition to regular admission requirements, applicant must:

1. Take the Compass (Nurse Entrance Exam).
2. Furnish the school with two (2) work references or character references. (Relatives are not considered acceptable references.)
3. Submit the following required documents within the designated time frame:
 - High school and /or college transcript
 - Two letters of reference
 - Evidence of a recent physical examination by a licensed physician or nurse practitioner
 - Writing sample
 - Resume of work history

PROGRAM ACCREDITATION

Commission of Dental Accreditation of the American Dental Association
 Approved by the Tennessee Dental Board of Examiners

BLOODBORNE INFECTIOUS DISEASE AWARENESS

As prospective students/student of Tennessee College of Applied Technology Memphis' Dental Assisting Program, please be advised that as a dental health care provider, risk of being exposed to blood borne infectious disease is a possibility.

DENTAL LABORATORY TECHNOLOGY

COURSE DESCRIPTION

The mission of the Dental Laboratory Technology Program is to provide individualized classroom instruction and practical shop experience for employment in the field. Students accomplish mastery by using precision dental instruments, developing accuracy techniques, using artistic ability and paying attention to minute detail.

Along with basic oral anatomy, students learn to make dentures, cast metal partials, metal and porcelain crowns and bridges, and orthodontic appliances, such as retainers. Students work with such materials as plaster, wax, acrylics, metals and porcelains to construct prostheses. They also sculpt wax, create molds, build, fire, and sculpt porcelain, and mix and cure acrylics and cast metals. Instruction includes learning to operate, maintain, and troubleshoot ovens, lathes, and casting equipment, as well as working with metal alloys.

Lab certification by the National Association of Dental Laboratories provides a safe and efficient work place. Basic occupational and employability skills along with safety are an integral part of the curriculum. The program also provides cooperative work experience.

Dental Laboratory Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

An aging population has increased the demand for cosmetic prostheses. A wide range of career opportunities exist. Employment is available in commercial laboratories, private dental offices, and in dental supply companies. Knowledge and skills in the area can also be applied to educational programs, research, sales and/or marketing of prosthetic materials, instruments and equipment. Job opportunities are also available as independent laboratory owners.

UNITS OF INSTRUCTION

- I. Program Orientation & Shop Safety
- II. Basic Materials & Dental Anatomy
- III. Acrylic Partial
- IV. Orthodontics
- V. Introduction to Complete Dentures, I, II, III
- VI. Complete Dentures
- VII. RPD I

- VIII. RPD II
- IX. RPD III
- X. Introduction to Crown & Bridges
- XI. Construct Crown & Bridge Modelwork
- XII. Crown & Bridge I - Single Crowns
- XIII. Crown & Bridge II - Anterior Bridge
- XIV. C & B II - Posterior Bridge
- XV. C & B Soldering
- XVI. Introduction to Ceramics
- XVII. Ceramics I - Metal Structures
- XVIII. Ceramics II - Construct Single Crowns
- XIX. Ceramics III - Construct Ceramic Bridge
- XX. Identify all Ceramic Crowns
- XXI. Specialty Training in Fixed & Removable Prosthetics
- XXII. Introduction to Computers
- XXIII. Employability Skills - Communication Skills
- XXIV. Workplace Professionalism
- XXV. Career Planning
- XXVI. Resume Writing
- XXVII. Job Search

PROGRAM LENGTH

4 Trimesters -1728 Clock Hours

CERTIFICATE AND DIPLOMA LEVELS

Dental Lab Technician Apprentice	Certificate	432Hrs
Dental Laboratory Technician	Diploma	1728 Hrs

LABORATORY CERTIFICATION

Lab certified by the
National Association of Dental Laboratories

DIESEL POWERED EQUIPMENT TECHNOLOGY

COURSE DESCRIPTION

The mission of Diesel Powered Equipment Technology Program is to train individuals for employment as diesel service technicians and mechanics. Also known as bus and truck mechanics and diesel engine specialists, the individuals repair and maintain the diesel engines that power transportation equipment such as heavy trucks, buses, and locomotives. The course offers classroom instruction and hands-on shop experience with engines, hydraulics, powertrains, and electrical systems and their functions on diesel equipment. Basic knowledge and skill development are provided in welding and air conditioning systems.

Safe and efficient work practices, quality workmanship, and employability skills are emphasized. Students learn to read, interpret, and apply information from service manuals and bulletins in order to keep abreast of engineering changes. Technicians handle repairs ranging from vehicle electrical systems to major engine repairs. Co-op opportunities may be available while training.

Voluntary certification is available through Automotive Service Excellence (ASE).

Deisel Powered Equipment Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The Diesel Technology field offers high wages and steady work. Since the Memphis Metropolitan Service Area is America's distribution center, there are many job opportunities in this area. Employment is available in automotive and heavy truck repair shops and dealerships, heavy truck rental and leasing companies, private fleet repair shops, diesel engine distributors, marine fleet repair facilities, railroads, airlines ground support maintenance shops, automotive equipment rentals and transit companies. Other opportunities include, school systems, state and local governments and manufacturing and construction firms. Independent owner opportunities are also available for experienced technicians.

UNITS OF INSTRUCTION

- I. Orientation - General Shop Safety, Preventive Maintenance
- II. Safe Equipment Operation
- III. Tools & Fasteners
- IV. Measuring Instruments
- V. Welding & Cutting

- VI. Basic Diesel Theory
- VII. Cylinder Blocks
- VIII. Cylinder Head Valve Train
- IX. Lubrication System
- X. Cooling System
- XI. Engine Brakes
- XII. Fuel Systems
- XIII. Basic Electricity
- XIV. Basic Electronics
- XV. Electronic Engine Controls
- XVI. Brakes
- XVII. Suspension & Steering
- XVIII. Hydraulics
- XIX. Drive Trains
- XX. Heating, Ventilation & Air Conditioning
- XXI. Employability Skills

PROGRAM LENGTH

5 Trimesters - 2160 Hrs

CERTIFICATE & DIPLOMA LEVELS

Preventive Maintenance Service Technician Helper	Certificate	432 Hrs
Diesel Engine Assembler	Certificate	864 Hrs
Diesel Technician Apprentice	Certificate	1296 Hrs
Diesel Technician Assistant	Certificate	1728 Hrs
Diesel Technician	Diploma	2160 Hrs

PROGRAM ACCREDITATION

National Automotive Technicians Education Foundation, Inc. (NATEF)

SPECIAL NOTICE

Employment: Based on industry requirements, students should hold a valid driver's license and maintain a good driving record.

DRAFTING & CAD TECHNOLOGY

COURSE DESCRIPTION

The mission of the Drafting & CAD Technology Program is to provide specialized classroom instruction and practical experience in preparation for employment in the field. The course prepares individuals to assist engineers and architects in the design and drafting of electric circuits, maps, machines, and structures.

Using computer workstations to create a drawing on a video screen, students learn how to fill in technical details using rough sketches, specifications, codes and calculations and store the data electronically so that revisions or duplicates can easily be made. Proper use of drafting tools and equipment, geometric construction techniques, and blueprint reading to fill in technical details is also taught.

The curriculum includes architectural, electrical, manufacturing and mechanical drawing; technical drawing and AutoCAD and its applications.

The course emphasizes safe and efficient work practices, quality workmanship, and employability skills.

Drafting & CAD Technology is offered at the Main Campus and on-line at www.rodpc.org.

CAREER OPPORTUNITIES

Upon completion of the required units of instruction, the student is employable in a variety of environments that range from small architectural firms to major corporations. Specialties and titles may include those of aeronautical, architectural, electrical, electronic, mechanical, and/or pipeline drafters.

UNITS OF INSTRUCTION

- I. Fundamentals:
 - a. Basic Drafting
 - b. Drafting Instruments
- II. Geometric Construction
- III. Sketching
- IV. Lettering
- V. Multiview Projection
- VI. Dimension
- VII. Section
- VIII. Auxiliary Views
- IX. Manufacturing Processes
- X. Working Drawings

- XI. Mechanical
- XII. Electrical and Electronic
- XIII. Architectural:
 - a. Residential
 - b. Commercial
- XIV. AutoCAD
- XV. Technical Illustration

PROGRAM LENGTH

4 Trimesters - 1728 Clock Hours

CERTIFICATE & DIPLOMA LEVELS

CAD Technician			356Hrs
<i>(Prior Professional Experience Required)</i>			
Detail Drafter	2 Trim.	Certificate	846Hrs
Drafting & CAD Technician	3 Trim.	Diploma	1296 Hrs
Architectural Resident Drafter	4 Trim.	Diploma	1728 Hrs
Computer-Aided Illustrator	4 Trim.	Diploma	1728 Hrs
Mechanical Drafter	4 Trim.	Diploma	1728 Hrs
Structural Drafter	4 Trim.	Diploma	1728 Hrs

ELECTRONICS TECHNOLOGY

COURSE DESCRIPTION

The mission of the Electronics Technology Program is to provide diversified training for employment in the electronics field.

Students are taught to repair electronic equipment and devices using troubleshooting techniques and schematics. They become skilled at using test equipment such as multimeters, signal generators, oscilloscopes and basic hand tools. Emphasis is placed on automation and robotics. Lab exercises provide simulation in signal conversion techniques such as frequency to voltage and voltage to frequency. The removal and installation of circuit boards is also an integral part of the course. Interpersonal skills vital to working with colleagues and customers are taught.

Students may exit at any one of several points during a 4-month to 20-month period. Upon completion of the program, graduates will have acquired the skills and the knowledge necessary to sit for national certification exams corresponding to their level of training. Co-op training opportunities are also available during training.

Electronics Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

Electronics is an expanding career field. With electronic devices populating business and industry as well as homes, the demand for technicians is great. In addition to electrical and electronic installers and repairers, varieties of other occupational specialties exist in this field. Positions are available as bench technicians, powerhouse technicians, relay technicians, power transformer repairers and generator mechanics. Individuals may secure employment in repair shops located in factories and service centers, while others may be employed by utility companies, building equipment contractors, machinery and equipment repair shops, the Federal Government, rail transportation companies and other electric and electronic equipment user industries.

UNITS OF INSTRUCTION

- I. Safety, Tools, Soldering
- II. Electrical Theory, Soldering & Ohm's Law
- III. DC Circuits
- IV. Devices & Electric Power
- V. Magnetism & Electromagnetism

- VI. Waveform Interpretation & Test Equipment
- VII. Reactive Circuits & Transformers
- VIII. Semiconductors & Power Supplies
- IX. Transistors, Amplifiers & Oscillators
- X. Transistors, Circuits & Troubleshooting
- XI. Thyristors
- XII. Operational Amplifiers
- XIII. Digital Fundamentals I
- XIV. Digital Fundamentals II
- XV. Microcomputer
- XVI. Introduction to Wiring
- XVII. Introduction to Motors
- XVIII. Introduction to Motor Controllers
- XIX. Motor & Controller Troubleshooting
- XX. Introduction to Hydraulics & Pneumatics
- XXI. Introduction to Mechanisms
- XXII. Introduction to Robotics
- XXIII. Introduction to Programmable Logic Controllers
- XXIV. Customer Service
- XXV. Employability Skills

PROGRAM LENGTH

4.5 Trimesters - 1944 Clock Hours

CERTIFICATE & DIPLOMA LEVELS OFFERED

Electronics Assembler	Certificate	432 Hrs
Electronics Tester	Certificate	864 Hrs
Electronics Technician Apprentice	Diploma	1296 Hrs
Electronics Technician	Diploma	1944 Hrs

PROGRAM CERTIFICATION

ETA

HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION

COURSE DESCRIPTION

The mission of the HVAC/R Technology Program is to provide the technical instruction and skill development necessary for the student to become gainfully employed in the HVAC/R field. The curriculum includes the basic electrical theory and basic refrigeration theory needed to repair and maintain HVAC/R systems.

Students apply classroom theory to lab assignments and perform live work projects to troubleshoot and repair HVAC/R systems. Both residential central HVAC systems and commercial refrigeration systems are part of the curriculum. Students are given hands-on experience in installation and refrigerant management.

Before any hands-on training, safe and efficient work practices are taught and must be utilized. Cooperative training is available during the course of the curriculum.

Upon completion of segments of the program, students are eligible to sit for the EPA Refrigerant Certification Test and/or the HVAC Excellence Electrical Proficiency.

HVAC/R is offered at the Main Campus.

CAREER OPPORTUNITIES

Due to the demand for new residential, commercial, and industrial climate control systems, the employment of heating, air-conditioning and refrigeration technicians is high and is expected to increase in the future. Energy conservation and environmental concerns lead to the replacement of older systems and the installation of newer, more efficient systems in existing homes and buildings. This increases the demand for service technicians in installation, maintenance, and repair.

UNITS OF INSTRUCTION

- I. Orientation and Safety
- II. Shop Practices and Tools
- III. Basic Electricity
- IV. Wiring Diagrams
- V. Electric Circuits and Meters
- VI. Automatic Controls
- VII. Electric Motors
- VIII. Refrigeration Theory
- IX. Commercial Refrigeration

- X. Residential Air Conditioning
- XI. Residential AC Installation
- XII. Commercial Air Conditioning
- XIII. Air Conditioning Troubleshooting
- XIV. Heating and Humidification
- XV. Residential Furnaces
- XVI. Heating Troubleshooting
- XVII. Energy Management

PROGRAM LENGTH

5 Trimesters - 2160 Hrs

CERTIFICATE AND DIPLOMA LEVELS

Heating & Air Conditioning Mechanic Helper	Certificate	432 Hrs
Unit Repairer	Certificate	864 Hrs
Refrigeration Technician	Diploma	1296 Hrs
HVAC Technician	Diploma	1296 Hrs
HVAC/R Technician	Diploma	1728 Hrs
Commercial Refrigeration/Air Conditioning Technician	Diploma	2160 Hrs

PROGRAM CERTIFICATION

HVAC EXCELLENCE

INDUSTRIAL/MACHINERY MAINTENANCE

COURSE DESCRIPTION

The mission of the Industrial Machinery Maintenance Repair Program is to prepare students for employment in the industrial maintenance field. The program includes theory and skill training in welding, electricity, heating, air conditioning and refrigeration, mechanical maintenance and machine tool technology. Students learn to properly service, maintain, repair and/or install industrial equipment or equipment parts for a wide range of industrial machinery. Problem-solving skills included in the curriculum teach students how to perform basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.

Using industry standard techniques, students learn to use a variety of tools to perform repairs and preventive maintenance. Local business and industry provide co-op opportunities, which allow the student to apply learned skills to actual work experience.

Safety and employability skills are integral parts of the program.

Industrial/Machinery Maintenance is offered at the Main Campus.

CAREER OPPORTUNITIES

As more and more firms introduce costly automated production equipment using computerized-maintenance, vibration analysis techniques, and self-diagnostic systems, increasingly highly qualified mechanics will be needed to insure maintenance and consistent operation before trouble occurs.

Upon successful completion of the required units of instruction, students are employable in public utilities, manufacturing industries, government agencies and any other businesses that rely on machinery. Ample jobs are available.

UNITS OF INSTRUCTION

- I. Welding Technology Module
- II. Industrial Electricity Core Module
- III. Mechanical and Fluid Power Systems
- IV. Machine Tool Technology Module (Elective)
- V. HVAC Module (Elective)

Each core is approximately 432 hours in length. Students have the option of studying additional courses.

PROGRAM LENGTH

4 Trimesters - 1728 Hrs

CERTIFICATE AND DIPLOMA LEVELS

Industrial Maintenance Helper

Certificate 864 Hrs

Industrial Maintenance Technician

Diploma 1728 Hrs

MACHINE TOOL TECHNOLOGY

COURSE DESCRIPTION

The mission of the Machine Tool Technology Program is to prepare students for employment in the machining industry. Instruction is given in related math, blueprint reading, precision measuring, basic metallurgy and heat-treating of metals.

Students learn to read blueprints, set up and operate a variety of machine tools to make parts to specified tolerances. They also fit and assemble parts to make a functional machine or tool, measure work using micrometers, depth gauges and calipers and learn to program the computers that operate the machine tools.

Students are taught good work ethics, communications and employability skills.

To enhance the skill of the student, national skill standards developed by the National Institute of Metalworking (NIMS) have been incorporated into the curriculum. After completing the program, graduates are eligible to sit for the NIMS credentialing exam and earn the credential for formal recognition of competency. This award is recognized throughout the industry.

Machine Tool Technology is a 20 month program offered at the Main Campus.

CAREER OPPORTUNITIES

According to the Occupational Outlook Handbook, employment of multiple, machine-tool operators; molding, coremaking, and casting-machine operators, metal and plastic; and a number of miscellaneous operating occupations is expected to grow.

UNITS OF INSTRUCTION

- I. Practical Safety
- II. Mathematical Concepts
- III. Engineering Drawings
- IX. Measure/Inspect
- X. Conventional Machining
- XI. Manufacturing Materials & Processes
- XII. Lathe Competency
- XIII. Advanced Machining
- XIV. NIMS Credentialing
- XV. Advanced CNC
- XVI. Employability Skills

PROGRAM LENGTH

4 Trimesters - 1728 Clock Hours

CERTIFICATE LEVELS

Production Machine Tender	Certificate	432 Hrs
Machine Set-up Operator	Certificate	864 Hrs

DIPLOMA LEVEL

General Machinist	Diploma	1296 Hrs
Machinist I	Diploma	1728 Hrs

MASONRY

COURSE DESCRIPTION

The mission of the Masonry Program is to give students the “hands on” skill training and the technical information needed to begin a rewarding career in the masonry industry.

Hand and power tool basics, blueprint reading, measurement and estimating are course basics. Students work with a variety of building materials and use different methods to mix mortar, lay brick walls, block walls, arches, brick and block columns, concrete patios, and mail boxes using many different patterns and bonds. Projects designed to develop manipulative and cognitive skills include brick steps, fireplaces, stonework and the use of decorative patterns. Hands-on construction and on-site co-op training help students to obtain mastery.

Employability skills and problem solving skills are integrated throughout the curriculum.

Masonry is offered at the Main Campus.

CAREER OPPORTUNITIES

There are excellent career opportunities in the masonry field. All buildings constructed today, commercial and residential, contain some form of masonry. Workers are employed primarily by building, specialty trade, or general contractors. Concentrations are in major metropolitan areas such as Memphis.

UNITS OF INSTRUCTION

- I. General Skills - Safety, measurement, material identification, basic math, basic tool recognition, basic tool use, mortar types, spreading mortar w/trowel, laying brick to line
- II. Basic Trade Skills
 - a. Level Plumb
 - b. Square Build Plumb
 - c. Blueprint Reading
- III. Production Trade Skills - layout and build leads, layout and build brick walls, machine, mix mortar, use brick saw, lay soldiers course, lay relock course, lay leader
- IV. Advanced Trade Skills - Arches, steps, and mark and layout walls

PROGRAM LENGTH - 3 Trimesters - 1296 Hrs

CERTIFICATE AND DIPLOMA LEVELS

Bricklayer Helper	Certificate	220Hrs
Block Layer	Certificate	648Hrs
Chimney Builder	Certificate	900Hrs
Brick Layer	Diploma	1296 Hrs

PHARMACY TECHNOLOGY

COURSE DESCRIPTION

The mission of the Pharmacy Technology Program is to train students for employment in retail and wholesale pharmacies, and home health care and long-term care facilities. They will perform as pharmacy technicians or assistants under the direct supervision of the pharmacist.

Students will learn to become skilled in medications, prescription preparation, reconstitution and IV preparation. They will also learn to establish and maintain patient profiles, packaging and equipment and to perform administrative, communication, and inventory control duties. Clinical training is provided in all work environments.

Upon completion of training, students will be prepared to take the Pharmacy Technician Certification Examinations (PTCE).

Pharmacy Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The job outlook for pharmacy technicians is superb. At present, the job is being redefined, moving away from lay clerical status to paraprofessional status involving education to the Associate degree level, and in many cases, professional registration and certification. The estimated number of technicians is expected to grow significantly. Wages are also expected to increase. Hospitals and chain store pharmacies tend to have excellent benefit packages, including medical and dental plans, retirement plans, etc.

UNITS OF INSTRUCTION

- I. Introduction to Pharmacy Practice
- II. Pharmacy Calculations
- III. Medical Terminology
- IV. Pharmacy Math
- V. Anatomy and Physiology
- VI. Pharmacy Law, Ethics, HIPAA
- VII. Pharmacy Practice
- VIII. Computer Science
- IX. Pharmacology I
- X. Pharmacology II
- XI. Physical Pharmacy
- XII. Sterile Products

- XIII. Safety and First Aid
- XIV. Pharmacology III
- XV. Communication Skills
- XVI. Employability Skills
- XVII. Clinical Practice and Hospital Practice

PROGRAM LENGTH

3 Trimesters - 1296 Clock Hours

DIPLOMA LEVEL

Pharmacy Stock Clerk	Certificate	432Hrs
Pharmacy Clerk	Certificate	864Hrs
Pharmacy Technician	Diploma	1296 Hrs

SPECIAL ADMISSION REQUIREMENTS

In addition to regular admission requirements, applicant must:

1. Take the COMPASS Test
2. Furnish the school with two (2) work references or character references. (Relatives are not considered acceptable references.)
3. Submit the following required documents within the designated time frame:
 - * High school and /or college transcript
 - * Two letters of reference
 - * Evidence of a recent physical examination by a licensed physician or nurse practitioner
 - * Writing sample
 - * Resume of work history

PROGRAM ACCREDITATION

American Society of Health-System Pharmacists

PRACTICAL NURSING

COURSE DESCRIPTION

The mission of the Practical Nursing Program is to provide students with the knowledge and training necessary to pass the state licensure exam and to become successful members of today's healthcare workforce. The program consists of a combination of classroom, laboratory and clinical experiences. These experiences expose the student to the wide variety of tasks and responsibilities required of today's practical nurse.

Upon program completion, the student is eligible to sit for the State Board of Nursing Exam, and upon passing is eligible to receive a license as Practical Nurse.

Classroom and clinical instruction teaches students how to provide basic bedside care. They become skilled in taking vital signs such as temperature, blood pressure, pulse, and respiration. They also learn to treat bedsores, prepare and give injections, enemas, back rubs and massages, apply dressings, and report adverse reactions to medications or treatments. In addition to providing routine bedside care, LPN's in nursing homes may also help to evaluate residents' needs, develop care plans, and supervise nursing care.

Practical Nursing is offered at the Main Campus.

CAREER OPPORTUNITIES

This is a high demand occupation with endless career opportunities available. Employment is expected to increase faster than average for all occupations in response to the long-term care needs of a rapidly growing population of elderly people, and to the general growth of health care needs.

Graduates, upon licensing, may become employed in hospitals, nursing homes, home health care agencies, physicians' offices or clinics. Jobs are also available in emergency medical centers, ambulatory surgi-centers and health maintenance organizations.

UNITS OF INSTRUCTION

First Trimester

Anatomy and Physiology

Nutrition

Vocational Relationships

Nursing Principles and Skills
Geriatric Nursing
Administration of Medicine
Common Emergencies
Medical Surgical Nursing I
Second Trimester
Basic Pharmacology
Pediatrics
Mental Health Nursing
Medical-Surgical Nursing II
Third Trimester
Obstetrics
Med-Surg Nursing III
Advance Vocational Relationships

SPECIAL ADMISSION REQUIREMENTS

In addition to regular admission requirements, applicants must:

1. Schedule to take Compass (Nurse Entrance Exam) during the application enrollment period: specific dates prior to enrollment periods, contact student services for exact dates.
2. Complete a Nursing Application upon meeting the required scores for admission to the Nursing program. If a student does not meet the required scores on the Compass, re-testing will not be an option until the following trimester and the applicant must re-apply for the next PN Class.
3. The successful applicant must submit the following required documents: High School and College transcripts immediately upon submitting the Nursing application. All transcripts must be sent to admission office. Applicants who have not submitted the above documentation by the deadline given, will not be allowed to proceed in the application process.
4. Complete the scheduled information session with Nursing Coordinator.
5. Additional requirements that will be requested:
 - Proof of a medical examination within the last six months.
 - Two letters of references (relatives are not acceptable references).
 - Complete the Health Questionnaire form

- Complete orientation for TCAT

PROGRAM LENGTH

3 Trimesters - 1296 contact hours

CERTIFICATE AND DIPLOMA LEVEL

Practical Nursing Diploma

PRACTICAL NURSING LICENSING AGENCY

Tennessee Board of Nursing

Mississippi Board of Nursing • Arkansas Board of Nursing

Multi-State

TRUCK DRIVING

COURSE DESCRIPTION

The mission of the Truck Driving Program is to prepare students for “entry-level” employment as tractor-trailer drivers by providing the identified knowledge and performance skills necessary to pass the Commercial Driver’s test.

The course consists of 222 hours of intensive classroom and behind-the-wheel training that builds skills in safety practices, operation and maintenance of vehicles and non-vehicle activities in trucking. Instruction includes operation of vehicles on the interstate, on two-lane highways, in the city, backing, and maneuvering. Also included are recordkeeping and performing pre-trip/post-trip inspections and defensive driving habits.

The program emphasizes safe and efficient work practices, and basic occupational and employability skills. Before beginning road training, students must obtain a Commercial Driver’s License permit by passing the written CDL test.

Truck Driving is offered at the Main Campus.

CAREER OPPORTUNITIES

Demand for drivers is higher than ever in the trucking industry and job opportunities are numerous. Since the Memphis Metropolitan Service Area is America’s distribution center, both local and long-distance jobs are available. Working for companies that employ long-distance drivers is the best way to advance to other positions such as dispatcher, manager, or traffic safety worker.

UNITS OF INSTRUCTION

- I. Orientation
- II. TN CDL and Endorsements
- III. Map Reading
- IV. DOT Regulations & Logging
- V. Substance Abuse & Blood Borne Diseases
- VI. Vehicle and Vehicle Component Orientation
- VII. Safety
- VIII. Couple & Uncouple
- IX. Backing
- X. Road Driving
- XI. Weather & Road Conditions
- XII. Public Relations

- XIII. Freight Documents
- XIV. Cargo Handling
- XV. Organization
- XVI. Employability Skills

Special Enrollment Requirements

- * Must be at least 21 years of age
- * Must pass Certified Medical Exam required by the Department of Transportation
- * Must hold a valid Tennessee Driver’s license.
- * Must submit motor vehicle report establishing no more than two moving violations within the last three years and no DUI or DWI convictions within the last 5 years
- * Must pass substance abuse test conducted by a TCAT endorsed drug bank.

PROGRAM LENGTH
 1/2 Trimester -222 Hrs.

CERTIFICATE AND DIPLOMA LEVELS

Class A - CDL	Certificate	222Hrs
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*CDL Test administered by Department of Motor Vehicle

WELDING, BRAZING & SOLDERING

COURSE DESCRIPTION

The mission of the Welding, Brazing and Soldering Program is to train individuals for employment in this multi-faceted craft. The course emphasizes safe and efficient work practices, basic occupational knowledge and employability skills.

Students are taught to perform various duties in construction, production line assembly and repair and/or maintenance.

Through classroom study and hands-on shop activities using competency-based modules, students learn to apply heat to metal pieces, melting and fusing them together to form a permanent bond. In addition, students are taught how to make industry acceptable cuts and welds on steel, stainless steel, and aluminum with plasma arc.

Prior to hands-on shop activities, supporting classroom theory and correct demonstrations are provided on a variety of welding techniques such as pipe welding, gas metal arc welding, gas tungsten arc welding and oxygen-acetylene cutting, welding, and brazing.

After proficiency at certain levels, co-op training opportunities are available. Welding, Brazing and Soldering is offered at the Main Campus.

CAREER OPPORTUNITIES

Almost every manufacturing industry uses welding at some stage of the manufacturing process presenting a growing and challenging series of opportunities for skilled workers. Jobs are available in motor vehicle parts manufacturing, agriculture, construction, mining machinery manufacturing, architectural and structural metals manufacturing, and commercial and industrial machinery and equipment. Welding technology has grown with the inception of laser beam and electron beam welding, new fluxes, and techniques such as the bonding of dissimilar materials and nonmetallic materials such as plastics, composites and new alloys.

UNITS OF INSTRUCTION

- I. Introduction/Shop Orientation
- II. Safety
- III. Cutting Process
- IV. Plasma Arc Cutting
- V. Shielded Metal Arc, Basic
- VI. Shielded Metal Arc, Advanced

- VII. Mild Steel Pipe
- VIII. Welding Theory
- IX. Gas Metal Arc Welding
- X. Oxy-Acetylene Welding
- XI. Blueprint Reading
- XII. Gas Tungsten Arc Welding
- XIII. Aluminum Plate
- XIV. Mild Steel Pipe
- XV. Stainless Steel Pipe
- XVI. Employability Skills

PROGRAM LENGTH

3 Trimesters - 1296 Hrs

CERTIFICATE AND DIPLOMA LEVELS

Tack Welder	Certificate	432 Hrs
Shielded Metal Arc Welder	Certificate	648 Hrs
Gas Metal Arc Welder	Certificate	972 Hrs
Combination Welder	Diploma	1296 Hrs

CERTIFICATION AGENCY

The institution serves as an I-CAR Welding Qualification Test Site.

STUDENT RESOURCE GUIDE

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Resources Contact Offices	
• Business Affairs	Marc Davis, 543-6133
• Disabilities (ADA) Services	Tina Studaway, 543-6132
• Financial Aid	Felecia Henderson, 543-6139
• Records	Dorothy Rodgers, 543-6167
• Harassment, Title VI, IX, AA, EEO	Gwen Fleming, 543-6137
• Veterans Affairs	Marlon Jones, 543-6136

CONFIDENTIALITY OF RECORDS

Except as is otherwise provided by this policy, all personally identifiable records (by name, identifier or characteristics) directly related to a student or former student shall be kept confidential unless the student signs a consent form. Students or former students must contact the Records Office for any exceptions to disclosure as noted in the following.

A. Directory Information

Except as provided below, the institution may disclose directory information consistent with this policy to any person requesting such information without the consent of the student.

TCAT - Memphis considers Directory of Information:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational institution attended
11. Other information of the type above specifically approved by the institution or school as acceptable directory information.

Institutional policy must provide the student the opportunity to refuse to allow disclosure of any designated directory information. (Student should notify Records Officer.)

B. Disclosure in Bona Fide Emergency

C. Disclosure within the Institution

D. Disclosure with Consent from the Student

E. Disclosure Pursuant to a Subpoena

F. Disclosure to Parents of Dependent Students (with exception)

The institution may disclose personally identifiable student records to parents of a student only if the student is a dependent of the parent as defined in Section 152 of the Internal Revenue Code.

G. Disclosure to Officials of Other Schools and School Systems

H. Other Exceptions

Federal regulations (See 34 C.F.R., Sections 99.1-99.67) provide for disclosure upon certain other limited circumstances. These exceptions are narrow in scope and are strictly construed. Disclosure pursuant to these exceptions

should not be made unless specifically approved by an appropriate institution official.

Reference: TBR Guideline S-020

(Full Guidelines available at www.tbr.edu)

STUDENT NOTIFICATION OF RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- A student has a right to inspect and review their educational records by submitting a written request to the Records Coordinator. Within 30 days of the request, the Records Coordinator will notify the student of the date and time when the records can be inspected.
- A student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the school official responsible for the record and clearly specify why it is inaccurate or misleading. If the school decides not to amend the record, the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.
- The Tennessee College of Applied Technology - Memphis will obtain the student's written consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. A school official is a person employed by the institution in an administrative, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board, or a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.
- If a student wishes to authorize the release of records to other individuals, the student must complete the "Authorization to Release Information" form, available in the Student Records Office. For security purposes, photo identification will be required in order to complete this form.

- Directory information such as name, address, date of birth, telephone listing, course of study, dates of attendance, awards earned, etc. may be disclosed unless the student submits a written request that such information not be disclosed. If a student wishes to restrict the release of directory information to outside agencies and schools, a "Confidentiality of Records" form must be completed and submitted to the Student Records Office.
- A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. Contact information:

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

AUTHORIZATION TO RELEASE INFORMATION
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - MEMPHIS

The Tennessee College of Applied Technology - Memphis adheres to the federally enacted Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR Part 99) and the Tennessee Board of Regents Guideline S-020 pursuant to the confidentiality of student records. The Family Educational Rights and Privacy Act, known as FERPA, protects student confidentiality by placing certain restrictions on the disclosure of information contained in a student's educational records. By signing this form, you agree that school personnel may provide information from your educational records as indicated below.

Name of Student: _____

SSN: _____ DOB: _____

I understand and acknowledge that: (1) I have the right not to consent to the release of my education records; and (2) this consent shall remain in effect until revoked by me, in writing, and delivered to the Tennessee College of Applied Technology - Memphis. However, any such revocation shall not affect disclosures made prior to the receipt of any such written revocation.

To: (Name and Address of Person/Agency to Receive Information)

For the purpose of:

Student's Signature: _____ Date: _____

PLEASE RETURN COMPLETED FORM TO:

DATE RECEIVED: _____

STUDENT COMPLAINT PROCEDURES

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

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

I. Limitations on Scope and Use of Process

Allegations of sexual or racial harassment or discrimination shall be processed in accordance with TBR Guideline P-080, Discrimination & Harassment - Complaint & Investigation Procedure. Grade appeals should comply with the appropriate grade appeal process. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at TBR Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3-21-.01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook. Appeals of traffic or parking citations should be processed as specified by each institution. In order to resolve concerns in a timely manner, complaints must be presented within ten (10) school days after the occurrence of the event claimed to have given rise to the complaint. Any complaint not presented within the time provided will not be considered.

II. Process

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

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

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

Notice For Use By Tennessee Colleges of Applied Technology

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

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

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

Revised: 9/2/2011

Tennessee Colleges of Applied Technology Student Disciplinary Policy

- Part 1 Institution Policy Statement
- Part 2 Disciplinary Offenses
- Part 3 Academic and Classroom Misconduct
- Part 4 Disciplinary Sanctions
- Part 5 Traffic and Parking
- Part 6 Disciplinary Procedures

Part 1 Institution Policy Statement

(1) Students enrolled in Tennessee Colleges of Applied Technology ("TCATs") are citizens of the state, local and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to a TCAT carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the TCAT and the community which it seeks to serve, the Tennessee Board of Regents ("TBR" or "Board") has authorized the directors of the TCATs under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the TCATs and their educational environment.

- (2) Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed regulations which are intended to govern student conduct on the TCATs under its jurisdiction and which regulations may be expanded or supplemented by the TCATs subject to Board approval. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the TCAT's pursuit of its educational objectives, the TCATs may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the TCAT whether or not such conduct is simultaneously violative of state, local or national laws.
- (3) For the purpose of these regulations, a "student" shall mean any person who is admitted and/or registered for study at a TCAT for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the TCAT. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Student Disciplinary Policy and with similar TCAT policies at all times.
- (4) Disciplinary action may be taken against a student for violation of the regulations which occur on TCAT owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any TCAT activity or the mission, processes, and functions of the TCAT. TCATs may enforce their own regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.
- (5) These regulations, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.
- (6) Confidentiality of Discipline Process. Subject to the exceptions provided

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

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

Part 2 Disciplinary Offenses

- (1) TCAT disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the TCAT's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by a TCAT.
- (2) TCATs shall adopt and publish a non-exclusive list, providing notice of offenses for which both individuals and organizations may be subject to disciplinary action. The list may include any appropriate offense given the specific needs of the individual TCAT, subject to prior review and approval of the Board. TTCs are pre-authorized to implement any or all of the disciplinary offenses, in the form set forth immediately below, without need for prior review or approval by the Board:
 - (a) 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:
 1. Physical and/or verbal abuse,
 2. Threats and/or intimidation,
 3. Harm inflicted on self;
 - (b) 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;
 - (c) 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;

- (d) 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:
 1. Any unauthorized occupancy of facilities owned or controlled by a TCAT or blockage of access to or from such facilities;
 2. 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;
 3. 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;
- (e) 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;
- (f) 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;
- (g) 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;
- (h) 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;
- (i) 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;
- (j) 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;

- (k) 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;
- (l) 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;
- (m) 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;
- (n) Gambling. Unlawful gambling in any form;
- (o) 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;
- (p) 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;
- (q) Failure to Cooperate with TCAT Officials. Failure to comply with directions of TCAT officials acting in the performance of their duties;
- (r) 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;
- (s) Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is

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

- (t) 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;
- (u) Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an TCAT official or a constituted body of the TCAT;
- (v) Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;
- (w) 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;
- (x) Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
 - 1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
 - 2. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
 - 3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
 - 4. Facilitation. Helping or attempting to help another to violate a provision of the TCAT code of academic misconduct.
- (y) Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for an TCAT facility without proper authorization;
- (z) Litter. Dispersing litter in any form onto the grounds or facilities of the campus;

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

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

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

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

Part 3 Academic and Classroom Misconduct

- (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 (1) day, of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the TCAT for each class session during which the conduct occurs. Extended or permanent 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 Part 6, Disciplinary Procedures, below. If the student is found responsible for the allegation(s) of academic misconduct, the grade as assigned by the instructor will stand. Should the hearing source absolve the student of the allegations of academic misconduct, the faculty member will reassess the student's grade based upon the hearing source's finding.

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

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

Part 4 Disciplinary Sanctions

- (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.
 - (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
- (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 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 College is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

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

Part 5 Traffic and Parking

(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. Additionally, the school may require students and faculty to display a parking permit or decal on their vehicles. Information concerning any such requirements will be available through the Student Services' office.

- (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 "double parking";
 - 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 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 TCATs to reserve the right to tow any vehicle that is improperly parked or abandoned. Any fees associated with towing will be the responsibility of the owner/driver of the vehicle.

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

Part 6 Disciplinary Appeal 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, 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 (2) student representatives, two (2) faculty members and one (1) non-faculty staff member. An alternate will be designated for any committee member 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 (1) day and no more than five (5) 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

sponding 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 (5) 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 (2) 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 (2) 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.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Discrimination and Harassment – Complaint and Investigation Procedure TBR Guideline P-080

I. Purpose

The purpose of this Guideline is to supplement Board Policies 2:02:10:01 and 5:01:02:00 relative to the orderly resolution of complaints of discrimination on the basis of race, color, religion, ethnic or national origin, sex, sexual orientation/gender identity, disability, age or status as a covered veteran, and of sexual or racial harassment at the institutions, technology colleges, and office of the Tennessee Board of

Regents. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth below. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed, and the conduct has a reasonable connection to the institution.

All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.

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

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

Because the courts have imposed stricter obligations on employers with regard to sexual harassment, institutions must take measures to periodically educate and train employees regarding conduct that could constitute sexual harassment in violation of this Guideline. All employees, including faculty members, are expected to participate in such education and training. Further, while all faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment, this is particularly important with regard to sexual harassment. Conduct which might constitute sexual harassment must be promptly reported whether information concerning a complaint is received formally or informally.

II. General Statement

It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant hereto. The Board of Regents will promote and ensure equal opportunity for all persons without regard to race, color, religion, ethnic or national origin, sex,

disability, age, or status as a covered veteran.

It is the intent of the Board that each campus within the system and the Central Office shall be free of discrimination on the basis of sex, race, color, religion, ethnic or national origin, age or any other protected status and shall fully comply with the applicable provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the federal and state constitutions; and, all other applicable federal and state statutes.

Campuses and the Central Office affirm that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran, nor will they tolerate harassment on the basis of race or sex.

Similarly, the campuses shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran.

A. Discrimination

Discrimination may occur by:

1. Treating members of a protected class less favorably because of their membership in that class. The protected groups are based upon race, color, religion, ethnic or national origin, sex, sexual orientation/gender identity, disability, age or status as a covered veteran; or,
2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

B. Sexual Harassment

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Sexual harassment can take many forms, but most sexual harassment falls into three categories: verbal, visual, and physical. Some examples of behavior that may constitute sexual harassment are:

- Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances.
- Promising a work-related benefit or a grade in return for sexual favors.
- Suggestive or inappropriate communications, e-mail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments.
- Sexual innuendoes, comments, and remarks about a person's clothing, body or activities.
- Suggestive or insulting sounds.
- Whistling in a suggestive manner.
- Humor and jokes about sex that denigrate men or women.
- Sexual propositions, invitations, or pressure for sexual activity.
- Use in the classroom of sexual jokes, stories, remarks or images in no way germane to the subject matter of the class.
- Implied or overt sexual threats.
- Suggestive or obscene gestures.
- Patting, pinching, and other inappropriate touching.
- Unnecessary touching or brushing against the body.
- Attempted or actual kissing or fondling.
- Coerced sexual intercourse.
- Sexual assault.
- Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one's actual or perceived sexual orientation and / or gender identity.

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

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

Please note that sexual assaults may be criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may supersede or occur in addition to the process developed under this Guideline.

C. Racial Harassment

Generally, racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent individuals from expressing their opinions in a way which abuses or offends their coworkers.

III. Consensual Relationships

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

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

IV. Procedures

A. General

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

shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.

3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. Legal Counsel should be contacted before any immediate action is taken.
 4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this Guideline, Board policy, and federal law.
- B. Filing Complaints
1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or College of Applied Technology or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the Investigator") responsible for compliance with this Guideline.
 2. Complaints must be brought within 365 days of the last incident of discrimination or harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.
 1. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. Appendix A is a sample complaint form. The complaint shall be signed by the Complainant. However, when the Complainant refuses to provide or sign a written complaint, the matter will still be investigated and appropriate action taken. Complaints made anonymously or by a third party must also be investigated to the extent possible.
 2. If the complaint does not rise to the level of discrimination or harassment, the Investigator may determine to dismiss the complaint without further investigation after consultation with Legal Counsel. The Complainant should be informed of other available processes such as the employee grievance/complaint

process, or a student non-academic complaint process.

C. Investigation

1. Legal Counsel shall be notified of the complaint; whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the investigation will be under the direction of Legal Counsel. All investigatory notes and documents shall be attorney work product. The Investigator shall notify the President/ Director that an investigation is being initiated.
2. When the allegation of harassment is against the EEO/AA, Student Affairs Officer, Title VI or Title IX Officer, the President/Director will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline. When the allegation of harassment is against the President/TCAT Director of the institution, the EEO/AA shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.
3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institution's student disciplinary procedures.
4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and Tennessee Code Annotated Section 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.
5. Investigation of complaints against employees of a Tennessee College of Applied Technology (TCAT) shall be initiated by the Vice Chancellor for Tennessee Colleges of Applied Technology or his/her designee. In certain circumstances, the lead institution for the College of Applied Technology may be asked to conduct the investigation. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel. The TCAT Directors are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
 1. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint. The purpose of the investigation is to establish whether there has been a violation of the Guideline. In conducting the investigation, the Investigator shall interview the Complainant, the Respondent, and other persons believed to have knowledge related to the

investigation. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.

6. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. Information may need to be revealed to the Respondent and to potential witnesses. However, information about the complaint should be shared only with those who have a need to know about it. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released. A Complainant may be informed that if he or she wants to speak privately and in confidence about discrimination or harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.

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

1. The Investigator shall notify in writing the Respondent within five (5) working days of receipt of the complaint. The Respondent shall respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator's notification.
2. If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.
3. The Complainant, the Respondent and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.
4. At any time during the course of the investigation, the Investigator may meet with both the Complainant and the Respondent individually for the purpose of resolving the complaint informally. If informal resolution is successful in resolving the

complaint, a report of such, having first been reviewed and approved by Legal Counsel, shall be submitted to the President/Director.

1. If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation which shall be sent to Legal Counsel for review. Each report shall outline the basis of the complaint, including the dates of the alleged occurrences, the response of the Respondent, the findings of the Investigator, whether there were any attempts made to resolve the complaint informally, a determination of whether there was a violation of the Guideline, and recommendations regarding disposition of the complaint.
2. After review and approval by Legal Counsel, the report shall be submitted to the President/Director within a reasonable period of time following receipt of the complaint. If the investigation concerns allegations of sexual harassment, the report shall be submitted within twenty (20) working days following receipt of the complaint. If the complaint involves a technology college, a copy of the final report should also be sent to the Vice Chancellor for Tennessee Colleges of Applied Technology. No working papers, statements, etc. generated in the investigation should be attached to the report. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.
5. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P- 080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure. It should also be noted that conduct which does not rise to the level of actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.
6. The President/Director shall review the Investigator's report, and shall make a final written determination as to whether a violation has occurred and, what the appropriate resolution

should be. After the President/Director has made this determination, the Investigator shall provide both the Complainant and the Respondent with a copy of the determination, along with a copy of the Investigator's report.

7. If the investigation reveals evidence that a violation of the Guideline has occurred, the President/Director may meet with the Respondent and/or the Complainant and attempt to resolve the problem by agreement. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.
8. If a violation of this Guideline is determined to have occurred, the Respondent shall be advised of his/her right to a hearing pursuant to the procedures set forth below. The Respondent must file the request for a hearing within ten (10) working days following receipt of the President's/ Director's determination.
 1. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel. However, copies of the President's/ Director's determination, the Investigator's report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus. This file shall be maintained in a location designated by the President. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent's personnel or student record, as appropriate.
 2. Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection. Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable. If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.
9. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

D. Hearing

1. If the Respondent requests a hearing, he or she shall be advised of the established institutional procedures available for resolution of the matter in question which will generally be the procedure for the hearing of a grievance before a grievance committee.
 1. The grievance hearing procedures shall include the fol-

lowing minimal requirements:

1. Notice to the Respondent of the hearing which must include a summary of the facts that form the basis of the violation; the date, time and place of the hearing; and, the rights afforded the Respondent during the hearing process.
 2. The right of the Respondent to present his or her case.
 3. The right of the Respondent to be accompanied by an advisor who may assist the Respondent but may not advocate on his or her behalf.
 4. The right of the Respondent to call witnesses in his or her behalf.
 5. The right of the Respondent to confront and cross-examine.
2. In the following situations the Respondent must be given the option of either an institutional hearing, or of having the hearing held pursuant to the Tennessee Uniform Administrative Procedures Act (TUAPA):
1. The Respondent is a support staff employee whom the President/Director has determined should be demoted, suspended without pay or terminated; or,
 2. The Respondent is a student whom the President/ Director has determined should be suspended or expelled. The election of which hearing process to utilize must be in writing, signed by the Respondent, expressly waiving the TUAPA option. If the Respondent elects to proceed pursuant to the TUAPA, Legal Counsel should be notified immediately.
 1. Under either hearing procedure, the Respondent bears the burden of proof to establish that no violation of this Guideline occurred. The standard of proof in these hearings which the Respondent must meet shall be by a preponderance of the evidence.
 2. When an allegation involves a tenured faculty member, the same informal and formal procedures set out above shall be utilized. Tenured faculty members shall have the same right to elect hearing procedures as set out in this section. However, when the investigation results in a finding that the harassment policy was violated and the President/Director concurs with that finding and determines that procedures pursuant to TBR Policies 5:02:03:10, 5:02:03:60, and 5:02:03:70 should be undertaken in consideration of the termination of a tenured faculty member, the matter will then proceed directly to a hearing under either

the institutional policy for termination of tenure or TBR Policies 5:02:03:10, 5:02:03:60, and 5:02:03:70.

V. Other Available Grievance or Complaint Procedures

Each institution's policy may wish to reference the availability of the general student and employee complaint and grievances processes, as well as the ability to file complaints with the Equal Employment Opportunity Commission (EEOC), the Tennessee Human Rights Commission (THRC), the Office of Civil Rights (OCR) and the courts.

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

DISCRIMINATION / HARASSMENT COMPLAINT FORM

Date:

Program:

Complainant:

Address:

E-mail Address:

Phone: (home)

(work)

Name(s) of person(s) accused of wrongdoing:

Alleged Discrimination / Harassment Factors:

- Race
- Color
- Religion
- Sex
- Sexual Orientation/Gender Identity
- National Origin
- Disability
- Age
- Veteran Status

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

What effect has this had on you?

Names of witnesses to the above-described events. Include phone number(s), if known.

Names of anyone with whom you discussed the above-described events. Include phone number, if known.

How would you like this matter resolved?

Complainant Signature: _____

Return form to: Gwen Fleming, Compliance & Curriculum Coordinator

RESOURCE CONTACTS

Business Office Manager	Marc Davis, 543-6133
Disabilities (ADA) Services Officer	Tina Studaway, 543-6132
Financial Aid Coordinator	Felecia Henderson, 543-6139
Records Manager	Dorothy Rodgers, 543-6167
Sexual or Racial Harassment, Title IX, EEO	Gwen Fleming, 543-6137
Veterans (and G.I. Bill) Official	Marlon Jones, 543-6136

Complete list of TBR/TCAT Guidelines - www.tbr.edu

FINANCIAL AID POLICIES AND PROCEDURES

The purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult or impossible to attend the College. The College adheres to a nationally established policy and philosophy of financial aid for education. The basis of this policy is that students and parents have the primary responsibility for financing an education. Financial aid programs are intended to supplement the efforts of the family. It is the belief of the Tennessee College of Applied Technology - Memphis that no qualified student should be denied the opportunity of an education because of financial need, provided that the need is determined to be real and the student is willing to work with the Financial Aid Office.

Needs Analysis Services

Students must apply for all financial aid programs utilizing the FAFSA On-the-Web Application for Federal Student Aid. This service allows students to apply for all types of state aid (TSAA, The Wilder- Naifeh Technical Skills Grant, TN Promise, TN Reconnect) and federal aid, (FWS, FSEOG, FFELP, Federal PELL) programs. The information received provides the necessary documentation to establish a student's financial need.

The FAFSA online web address is: www.fafsa.gov

Our Federal School Code is: **005360**

Student Eligibility

In order for a student to receive financial assistance from federal or state financial aid programs, the student must:

- * be enrolled as a regular student in an eligible program (Refer to Federal Guidelines for exceptions).
- * be a U.S. citizen/national or an eligible noncitizen.
- * be making satisfactory progress in accordance with policy.
- * not be in default on a Federal Perkins/National Direct Student Loan, Federal Family Education Loan, Federal Direct Student Loan, Income Contingent Loan or a Consolidated Loan or must have documented satisfactory repayment arrangements if in default.

- * 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.
- * have a federal confirmation statement of registration compliance indicating either that the student has registered with the Selective Service or that the student is not required to register.
- * have completed a statement of educational purpose saying that the student will use the money only for expenses related to attending the school. (Usually collected on the FAFSA).
- * have a High School Diploma, HSE, 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. The approved list is available in the Federal Student Aid Handbook chapter 1.
- * Must not have been convicted of any drug related offense while receiving Title IV Aid.

TITLE IV PROGRAMS: GRANTS, WORK-STUDY AND LOANS

GRANTS

FEDERAL PELL GRANT -

A Federal Pell Grant helps undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or first professional degree.

For many students, Federal Pell Grants provide a "foundation" of financial aid, to which aid from other Federal and non-Federal sources may be added.

ELIGIBILITY -

To determine if a student is eligible, the Department of Education uses a standard formula, passed into law by Congress, to evaluate the information reported on the Free Application for Federal Student Aid. The formula produces an Expected Family Contribution (EFC) number. The SAR or ISIR contains this number and will tell whether the student is eligible.

The student must meet general eligibility requirements, also.

State Programs: Tennessee Student Assistance Award, Wilder Naifeh Technical Skills Grant, TN Promise, TN Reconnect

The state aid programs are administered by the Tennessee Student Assistance Corporation (TSAC). The following policies and procedures are intended to be used in conjunction with the policies and procedures provided to institutions by TSAC. Students apply for the State Programs by completing the FAFSA. Students must reapply each year.

Tennessee Student Assistance Award (TSAA)

The application date for the State programs will be accepted until funds are expended.

The TSAA is a grant awarded to Tennessee’s most needy students.

Eligibility

- Must be a Tennessee resident
- Must meet all general eligibility requirements for Title IV aid
- Must attend an approved Tennessee post-secondary institution
- Must be enrolled at least half-time
- Must have an EFC within the specified eligible range

Retention of TSAA

- Must continue to meet all eligibility requirements as stated above
- Must reapply each year using the FAFSA
- Must maintain satisfactory progress according to standards used for Title IV purposes.

Calculation of TSAA Award

The maximum TSAA award is set each year by TSAC based on the available funding.

Wilder-Naifeh Technical Skills Grant (WNTSG)

Application Receipt Dates are:

- July 1, Summer
- November 1, Fall
- March 1, Spring

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. This program became effective for the Fall term 2004.

Eligibility –

- Must be a Tennessee resident one year prior to application deadline. State residency is determined using TBR promulgated rules; TBR Rules 0240-2-2.
- Must be a U.S. Citizen or permanent resident
- Must be in compliance with Selective Service requirements
- Must be in compliance with federal drug-free rules and laws for receiving financial aid.
- Must not be in default on a federal student loan
- Must not owe a financial aid refund or overpayment
- Must not be incarcerated.
- Must meet the enrollment requirements for both the school and the program. (Do not have to have a high school diploma or HSE if not required for enrollment in the school or program.)
- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- Must have never received the Tennessee HOPE scholarship or have completed a certificate diploma program with the WNTSG.

Note: 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 the WNTSG.

Retention of 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 time frame of 5 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.

Change in Status –

After the census date, students receiving a WNTSG award will normally not be allowed to change status during the term. The census date is defined as the first day of the term or the first day of the student's enrollment for the term.

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

Students may change status between terms prior to the census date. However, approval for the change in status must be granted prior to registration.

If approved, the amount of any financial award, including WNTSG, being received will be adjusted based on the revised scheduled hours for the term and the revised AGD. Any amount that the student owes for financial resources already received must be paid prior to the effective date of the change. The institutional refund policy will be applied to determine if a refund is due.

In the event that the Student Services Coordinator or Financial Aid Administrator denies a student's request to change status, the student has the right to appeal the decision to the Institutional Review Panel (IRP).

Transfer Students -

Transfers between TCAT's - Students may transfer from one TCAT to another TCAT. A transfer student will retain their eligibility to receive WNTSG funds as long as they continue to meet all the eligibility requirements. This includes both continuous enrollment and satisfactory progress. For purposes of determining eligibility for WNTSG the student's satisfactory progress will follow them to the transfer TCAT.

Transfers between Programs at a TCAT - Students may transfer from one program to another at the same TCAT and retain WNTSG eligibility as long as they maintain continuous enrollment and maintain satisfactory progress.

Leave of Absence (LOA)–

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for WNTSG. A 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 in some cases a Return of Title IV funds calculation may be necessary.

A leave of absence will normally 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 (IPR).

Military Mobilization of Eligible Students –

Members of the United States Armed Services, National Guard, or Armed Forces Reserves receiving a Wilder-Naifeh Technical Skills Grant who are mobilized for active duty during a term that is already in progress shall be granted a personal leave of absence and shall not have their WNTSG eligibility negatively impacted.

The hours attempted during the term will not be taken into consideration for purposes of satisfactory progress for determining future Wilder-Naifeh Technical Skills Grant eligibility

The student's Wilder-Naifeh Technical Skills Grant eligibility will resume as if no break in enrollment has occurred as long as the student re-enrolls within one year following their return from the mobilization.

A student whose spouse, child, or parent is mobilized for active duty may also request a personal leave of absence. The same provisions as above will apply in these situations.

The student must provide the Student Services Office a copy of their military orders and complete a Leave of Absence request form.

For all other financial aid programs, including Title IV and Veteran's Education Benefits, the LOA will be treated as a withdrawal. Accordingly, awards will be recalculated and in some cases a Return of Title IV funds calculation may be necessary.

Appeal and Exception Process for Wilder-Naifeh Technical Skills Grant

The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's Wilder-Naifeh Technical Skills Grant.

The following items may be appealed:

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

***Note: Failure to maintain satisfactory progress is not appealable.**

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

IRP Appeals Process and Timeline

Any student wishing to appeal to the IRP must provide a written appeal within five (5) calendar days of notification of denial.

The IRP may review the student's appeal with or without a hearing and shall make a determination no later than fourteen (14) calendar days after the student properly files an appeal.

The IRP shall render a written decision no later than seven (7) calendar days after considering an appeal, except for exigent circumstances.

Appeals of IRP's Decision

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

*Tennessee Student Assistance Corporation TELS
Award Appeal Panel
404 James Robertson Parkway, Suite 1950
Nashville, TN 37243*

Tennessee Promise (TNP)

Enacted by the Tennessee General Assembly in 2014, the Tennessee Promise Scholarship program (TNP) was established offering its first awards to eligible students in the Summer 2015.

The two (2) primary goals of the TNP program are: 1. Provide a last-dollar scholarship as a means of promoting access to higher education. 2. Enhance and promote economic and community development through workforce training.

TNP Application Process

A. Students are required to complete the TNP award application for the initial year of enrollment no later than November 1 of their senior year of high school. If November 1 falls on the weekend this deadline will be extended until the next business day.

B. Upon receipt of the initial TNP award application the student's

status in e*GRandS will reflect “Pending FAFSA Receipt”

C. Students must submit a FAFSA or renewal FAFSA according to the following deadlines: a) No later than February 15 35

D. Once a student has submitted a FAFSA his status in e*GRandS will reflect “Pending PO Verification”

E. Students are required to submit a TNP renewal application for each successive year of enrollment no later than July 1 of the successive academic year. This renewal application will open on January 1.

TNP Eligibility

A. Students are required to attend two (2) mandatory meetings, hosted by the partnering organization for initial eligibility, and complete eight (8) hours of community service for each semester enrolled. This information will be collected and entered into e*GRandS by the partnering organization. Upon receipt of the meeting information AND the community service hours for the initial term the student’s status will reflect “Pending School Certification”. This status on a student records means the student is ready for payment.

Attendance Requirements

A. Students are required to enroll the Fall semester following high school graduation or be placed on a waiting list at a TCAT. If a student is placed on a TCAT waiting list, eligibility will remain intact and community service will freeze. When student enrolls in classes, community service for that term will be due and community service for the upcoming term by the due date for that specific term. Students must be enrolled in a full time program, night classes do qualify as long as the program is approved by COE and US DOE as an eligible program.

Students must maintain continuous enrollment to remain eligible for TN Promise.

Termination Events

A student may receive the TNP scholarship until the first of the following terminating events.

1. The student has earned a diploma or associate's degree; or
2. The student has attended an eligible postsecondary institution as a Tennessee Promise scholarship student for five (5) semesters if the institution is on a semester system, or its equivalent if the institution is on a system other than a semester system. Such semester limit shall not include an approved leave of absence.

Tennessee Reconnect (TNR)

Applies to students enrolling on or after July 1, 2015. Current Students will be eligible to receive TN Reconnect beginning Fall 2015.

TNR Eligibility

- A. Students must be determined to be independent by the FAFSA. Students that have a certificate, diploma or degree that have never received a Reconnect Grant are eligible.
- B. Covers Tuition & Mandatory Fees ONLY- For a TCAT that means that Reconnect covers the Maintenance Fee, Technology Access Fee and Student Activity Fee only. Reconnect does not cover the cost of special course fees, books, tools, testing fees, insurance, RODP fees etc...
- C. Last dollar scholarship – Tuition waivers and discounts are applied first then gift aid (TELS, TSAA, and Pell only) will be paid toward tuition prior to awarding Reconnect. All other financial aid may be used toward books, special course fees, tools etc... and do not impact the Reconnect award.
- D. Enrollment- Students must be enrolled in a full-time program. Supplemental programs are not eligible for Reconnect funds.

TNR Application Process

- A. The annual “application” required for this program is the FAFSA only.
- B. Students must complete the FAFSA by the same deadline as Wilder Naifeh for each term.

Application Receipt Dates are:

- a. July 1, Summer
- b. November 1, Fall
- c. March 1, Spring

Retaining TN Reconnect

1. Must maintain continuous enrollment in a full-time program
2. Maintain Satisfactory Academic Progress
3. Complete the FAFSA annually

Terminating Event

Graduating with a certificate or diploma. Students may receive only one Tennessee Reconnect Grant.

DISBURSEMENT PROCEDURES

All disbursements represent payments made **in advance of training**. Dollars are not ‘earned’ until the student has completed both attendance hours and competency hours associated with each payment period. If a student withdraws before completing the hours he/she has been paid for, the student is at risk of overpayment with the Department of Education or may owe monies to the institution. Funds owed the institution that are not paid back will be turned over to a collection agency.

Once a student qualifies to receive a disbursement, the Financial Aid Office will pay all estimated tuition and fee charges for the entire payment period and any other student authorized charges. If the student has a credit balance (funds remaining) after these charges have been paid, the institution will release the remaining funds in the form of a residual disbursement.

Credit Memo and Cash Disbursements for Federal Pell, FSEOG, TSAA and WNTSG

A student may use their financial aid funds through a payment system to purchase books and supplies offered through the TCAT bookstore or a contracted bookstore provider.

Federal Pell disbursements will be made in payment periods based on half of an academic year and may have multiple disbursements. For any remaining portion of a program that is more than half an academic year but less than full academic year, the payment period will be half the remaining hours in the program. If the remaining portion of a program is less than half an academic year, the payment period will be the remainder of the program.

FSEOG must be awarded for the academic year and disbursed equally for the payment periods in the academic year.

TSAA and WNTSG are disbursed each academic term.

A "Credit Memo" allows the student to authorize that payment for fees and/or books be deducted from their eligible financial aid award disbursement(s) for the payment period (Federal Pell, FSEOG, TSAA, WNTSG). On this memo the Aid Administrator will approve the student's appropriate disbursement for the payment period corresponding with the appropriate academic term. (Students must have all paperwork completed correctly prior to the enrollment date in order for the credit memo to be used.)

Example of Credit Memo Process:

The Aid Administrator will calculate the student's award, prepare the memo, and give it to the student. The student will present it to the "Fee Collector" who will deduct the maintenance fee and the technology access fee from the total authorized amount. The student and the "Fee Collector" will sign the memo. Next, the student will present the memo to the "Bookstore" where the amount of the student's purchase if applicable will be deducted from the remaining authorization. The "Bookstore" and the student will sign the memo. The credit memo is then returned by the Tennessee College of Applied Technology's "Business Office" to the Financial Aid Office.

After the refund period has passed, the Financial Aid Administrator makes all the necessary adjustments to the student's total authorization and requests that a check be cut for the remaining difference between the student's charges and

disbursements for the payment period. The student will normally receive the remaining funds according the institutional processing time (will vary based on lead institution's processing time).

Student eligibility for payment period progression and disbursement will be evaluated, at a minimum, at the mid-point and the end of each academic term.

Once a student qualifies to receive a disbursement, the Financial Aid Office will pay all estimated tuition and fee charges for the entire payment period and any other charges authorized by the student. If a student has funds remaining after these charges have been credited, the funds will be released to the student in the form of a residual disbursement. Since tuition costs are assessed on an academic term and a payment period may span several academic terms, tuition costs are estimated on the front end. Once actual costs are determined to be less than estimated costs (initially withheld)

When a check is requested from the lead institution, an "Expenditure Report and Request" form should be used to record the total expenditures for each student. After the check is cut, the lead institution's business office will provide it to the TCAT.

BOOKSTORE REFUND POLICY

Tennessee Colleges of Applied Technology do not refund bookstore purchases.

RETURN OF TITLE IV AID POLICY

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

- withdraws before completing 60% of the hours scheduled for the payment period
- received or could have received a disbursement of Title IV Funds (Pell grant, SEOG, & Stafford Loan).

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

- A Return of Title IV calculation is **not** required if student received or was eligible to receive **only** FWS. FWS funds are not included in a Return of Title IV calculation.

- For any student whose last day of attendance (withdrawal date) is on or after July 1, 2006, TSAA funds are not included in the Return of Title IV aid calculation.
- **For Return of Title IV and Maintenance Fee, the scheduled hours must be based on students last day of attendance.**

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
TCAT - MEMPHIS
2017

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	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				
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				
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				

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

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	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	1	2	3	4	5	6	7
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	1	2	3	4	5	6	7
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	1	2	3	4	5	6	7

■ STUDENT HOLIDAYS
 ■ STUDENT AND STAFF HOLIDAYS
 ■ ADMINISTRATIVE CLUBBING STUDEN/STAFF
 ■ STUDENT HOLIDAYS INTERSECT
 TRAINING DAYS FOR THE MONTH
 BEGINNING OF TRIMESTER

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