

# WELCOME

**Welcome to the Tennessee College of Applied Technology - Paris. The TCAT- Paris is one of 40 institutions governed by the Tennessee Board of Regents system.**

**The primary objective of the TCAT -Paris is to provide quality technical training designed to meet the occupational needs of the citizens of this region and state. Our programs are structured to meet the changing training needs of business and industry. We strive daily to be innovative in program design and proactive in our approach to delivery.**

**We believe that students enrolled at the College have the ability and desire to be a credit to themselves, their chosen occupation, and to the community. Therefore, we welcome you to become a part of our team. We pledge to you our support, encouragement, and belief that by working together you can reach your intended goal. Good Luck!**

**Bradley W. White, Ed.D.  
President  
Tennessee College of Applied Technology - Paris**

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**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - PARIS  
STUDENT HANDBOOK/CATALOG  
POLICY STATEMENT**

The course offerings and requirements of the College are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This handbook is not intended to state contractual terms and does not constitute a contract between the students and the institution.

The College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

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

Current information regarding admission requirements, programs, diploma requirements and fees may be obtained from the Student Services Office at (731) 644-7365. TCAT- Paris has three campus locations:

<b>Main Campus</b>	<b>Weakley Co. College for Adult Ed.</b>	<b>Benton Co. Governmental</b>
312 S. Wilson Street	8250 Hwy 22	152 N. Forrest Avenue
Paris, TN 38242	Dresden, TN 38225	Camden, TN 38320
(731) 644-7365	(731) 364-6945	(731) 584-2296

I certify that the catalog and course outlines were "True and Correct" at the time of printing.

**Bradley W. White**  
President

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Published electronically

## ACCREDITATION

The Tennessee College of Applied Technology - Paris is accredited by the Commission of the Council on Occupational Education.



**Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30350  
1-800-917-2081  
Phone: (770) 396-3898  
Fax: (770) 396-3790**

The College is approved by the U. S. Veterans Affairs Administration; approval is required for each program.

The Practical Nursing program is approved by the State Board of Nursing and the Cosmetology program by the State Board of Cosmetology.

### Student Complaint Notice

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filing out the form electronically at <https://www.tbr.edu/contacts/submitted-comment-complaint-or-request>.

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

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

## **HISTORY**

**The history of the Tennessee College of Applied Technology - Paris began with the consolidation of the seven Henry County high schools for the 1969-70 school year. With one of the relatively new buildings, the Central High School building, being left vacant, Mr. W. J. Neese of Paris, a member of the legislature, secured a state appropriation to convert the building into an Area Vocational-Technical School.**

**When the State Department of Education and the Henry County Board of Education decided that the building would require too much renovation and would not be suitable for an area vocational school, agreement was made that the Henry County Board of Education would construct a building which would be leased as a branch of the State Area Vocational-Technical School at McKenzie.**

**Construction began in October of 1970, and the building was occupied March 1, 1972. During the construction period, the school operated a limited program from the McKenzie School and a temporary office in Paris.**

**The Practical Nursing program was transferred from the Henry County Board of Education, January 1, 1969. Health Occupations was offered for secondary students for the school year 1970-71, using the facilities at Henry County High School. The Electronics program was transferred from Henry County High School on October 1, 1971. Small Gas Engine Repair and General Metals were added to the curriculum and students were enrolled in the Fall of 1972.**

**The school continued as a branch of the Area Vocational-Technical School, McKenzie, until July 1, 1973, when it became independent by action of the State Board for Vocational Education.**

**Under the provisions of the 1973 Comprehensive Program of Vocational Education enacted by the General Assembly, the school was expanded with a 23,000 square foot addition. Construction was completed and students were enrolled in the new classes in 1976. Under the expansion new classes added were Auto Body Repair, Child Care and Guidance, Cosmetology, Farm Equipment Repair, Plumbing/Pipefitting, and Appliance Repair.**

**In July, 1983, the governance of the school was transferred from the State Board of Education to the State Board of Regents. Beginning in 1983, the school changed the Farm Equipment Repair Program to Heavy Equipment Repair; Housewiring and Heating/Air Conditioning were added to Plumbing and Pipefitting; Appliance Repair was merged with Industrial Electronics; Basic Skills and Industrial Maintenance were added to the curriculum. Computer Operations Technology was added in 1995 and Basic Skills was changed to Technology Foundations. In 1996, the Small Gas Engine Repair and Plumbing/Pipefitting programs were no longer offered. Machine Tool Technology and Business Systems Technology were added to the curriculum in 1997. In July 2001, Precision Metalworking program was changed to General Metals.**

**That same year, Surgical Technology and two off-campus (Camden and Dresden) Nursing Programs were also added. The Motorcycle/ATV Repair Program was added in September, 2007. In 2008, Surgical Technology was placed on inactive status and Residential Building Maintenance was added in May. Patient Care Technician was added January, 2010.**

**By action of the State Legislature, the school's name was changed in 1994 from the Paris Area Vocational-Technical School to the Tennessee Technology Center at Paris.**

**In 1997-98, the Center experienced a major renovation and 6000 square foot addition. The staff has increased from the original number of twelve in 1972, to 31 as of September, 2014.**

**On July 1, 2013, by act of the legislature, the 27 Tennessee Technology Centers were renamed the Tennessee Colleges of Applied Technology.**

**In January 2014, the Business Systems Technology program was changed to the Administrative Office Technology program and a Health Information Technology program was added.**

**Recent curriculum changes include: In December 2018, Early Childhood Education with deactivated. In March 2018, the Computer Information Technology program was revised and renamed Digital Processing Systems and Networking and in May of 2019 it was updated again to Information Technology Systems Management. In January 2018, Outdoor Power Equipment was added to the course offerings. May 2017, the Patient Care Technician program was deleted. There are presently 12 program offerings at the Tennessee College of Applied Technology – Paris. TCAT-Paris occasionally offers supplementary evening programs for the public and special requested programs for business and industry.**

## **MISSION STATEMENT FOR TENNESSEE COLLEGE OF APPLIED TECHNOLOGY – PARIS**

**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.**

## **PHILOSOPHY**

**The basic philosophy of the TCAT-Paris is that every citizen should have the privilege and opportunity to reach as high a station in life as he/she is capable of or desires to reach.**

**Recognizing that all people do not have the same background, abilities or desires and therefore cannot be fitted into the same mold, the objective of the Paris College is that each student is treated as an individual. Individualized instruction is utilized to the maximum in all programs.**

**The College's policy provides that a student may enter a program when a vacancy occurs, start training at his/her own level, and progress at his/her own rate to the level he/she desires within the limitations of the College. Individualized instruction provides the student with the highest quality instruction possible in the occupational area of his/her choosing.**

**The Tennessee College of Applied Technology - Paris is a modern training facility which is designed to stimulate the occupational environment found in potential places of employment. The controlling purpose of the training offered is to prepare individuals for useful and gainful occupations, thereby enhancing the potential for employment.**

**\*Note: Reviewed and/or updated by Advisory Committee – May, 2018**

## **CONSUMER INFORMATION**

**The Higher Education Opportunity Act requires all colleges participating in federally funded financial aid programs to disclose specific consumer information to current and prospective students, employees and the general public. The Tennessee College of Applied Technology-Paris is committed to the principle of promoting access to information that will allow the community to make informed decisions about postsecondary education. The TCAT-Paris website <https://tcatparis.edu/future-students/gainful-employment-disclosures> contains a cumulative collection of the disclosure requirements and a paper copy may be requested from the Student Services Office.**

## **GENERAL INSTITUTIONAL INFORMATION**

- **Accreditation, Approval, and Licensure of Institution & Programs**
- **Articulation Agreements**
- **Career & Job Placement Services**

- **Copyright Infringement Policy and Sanctions**
- **Educational Programs**
- **Facilities & Services for Students with Disabilities**
- **Handicapped Student Access Policy/Procedures**
- **Faculty**
  
- **Instructional Facilities**
- **Facilities Map**
- **Net Price Calculator**
- **Price of Attendance**
- **Privacy of Student Records-Family Educational Rights/Privacy Act (FERPA)**
- **Refund Policy and Requirements for Withdrawal**
- **Student Activities**
- **Student Diversity**
- **Textbook Information**
- **Transfer of Credit Policies**

#### **STUDENT FINANCIAL ASSISTANCE**

- **Assistance Available from Federal, State, and Local Agencies**
- **Notice of Federal Student Financial Aid Penalties for Drug Law Violations**
- **Refund Policy and Return of Title IV**
- **Student Loan Information**  
     **TCAT-Paris does not offer student loan assistance**

#### **HEALTH AND SAFETY**

- **Annual Security Report**
- **Campus Security Policies**
- **Plan for Emergency Situations**
- **Timely Warnings and Emergency Notification Procedures**
- **Crime Statistics**
- **Drug and Alcohol Abuse Prevention Program**
- **Vaccination Policies**

#### **STUDENT OUTCOMES**

- **Graduation Rates (Student Right-to-Know Act)**
- **Retention Rates**
- **Job Placement for Graduates**
- **Job Placement Rates for Graduates**

#### **VOTER REGISTRATION**

- **Tennessee Voter Registration Application**
- **Voter Qualifications**

### **NOTICE of TITLE IX COMPLIANCE**

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

**If you feel that you have been discriminated against for any reason, see JAN LATIMER, Student Services Coordinator. Ms. Latimer is the Title IX Coordinator for the Tennessee College of Applied Technology – Paris and may be reached at [jan.latimer@tcatparis.edu](mailto:jan.latimer@tcatparis.edu) or at 312 S. Wilson Street, Paris, TN 38242, phone (731) 644-7365.**

### **POLICY ON AFFIRMATIVE ACTION TITLE VI/ SECTION 504 AMERICAN DISABILITIES ACT OF 1990 PUBLIC LAW 101-336**

**The Tennessee College of Applied Technology - Paris is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, color, and national origin. Procedures for filing grievances concerning discrimination of any type are found in the Student Services office. The person who is designated to handle inquiries regarding the nondiscrimination policies is Willie Huffman, Assistant Director. He may be reached at [willie.huffman@tcatparis.edu](mailto:willie.huffman@tcatparis.edu)**

### **SUPPORT OF THE AMERICANS WITH DISABILITIES ACT**

**Tennessee College of Applied Technology - Paris fully supports the Americans with Disabilities Act and will take any steps necessary to assure that anyone having a disability will receive whatever assistance is needed in accordance with Federal and State Law, to be successful in any chosen program. Jan Latimer, Student Services Coordinator, will coordinate any special student needs in accordance with Section 504 Title II and can be reached at 312 S. Wilson Street, Paris, TN 38242 or by phone (731) 644-7365.**

### **DISABILITY SERVICES**

**The TCAT-Paris supports the Americans with Disabilities Act. It is the policy of the Paris campus to eliminate any barriers that may exist because of any special situations that involve the handicapped. Disabled students needing accommodation services**

should contact the Student Services Coordinator as early as possible during the enrollment process.

Once the student states his/her desire to seek a program accommodation, the student will be given an Accommodation Application. The student must submit this form along with as much supporting documentation as he/she deems beneficial. After the paperwork is returned to the Student Services Coordinator, it will be reviewed and a meeting will be scheduled to discuss appropriate accommodations.

#### **SPECIAL FACILITIES FOR THE HANDICAPPED**

It is the policy of the Tennessee College of Applied Technology - Paris to provide facilities that are accessible to the handicapped. These facilities include but are not limited to special parking, curb and entrance ramps, special equipped restrooms, public telephone service, water fountains and classroom tables as needed.

#### **PRIVACY RIGHTS ACT OF PARENTS AND STUDENTS**

##### **PUBLIC LAW 93-380**

The Tennessee College of Applied Technology-Paris adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records is provided to students and parents of dependent students as they relate to them. Dissemination of personally identifiable information without the student's consent is limited.

##### **PRIVACY ACT OF 1974**

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their social security numbers to the Office of Admissions is voluntary. Students who do not provide the Tennessee College of Applied Technology with their social security numbers will be assigned special nine-digit numbers. This number or the social security number will be used: (a) to identify such student records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records and (b) to determine eligibility, certify school attendance, and report student status. Students are notified, however, that only the social security number may be used as an identifier for grants, loans, and other financial aid programs according to federal regulations. The student's social security number will not be disclosed to individuals or agencies outside the Tennessee College of Applied Technology except in accordance with the institutional policy on student records.

##### **GLBA (The Gramm-Leach-Bliley Act)**

The Gramm-Leach-Bliley Act (GLBA) was signed into law in 1999 and directly affects financial institutions, including insurance companies and agencies. At the heart of GLBA is a requirement that financial institutions provide a privacy notice to their customers and restrict what non-public personal information (NPI) they share about

**their customers with third parties. Financial institutions are also required to provide security and integrity of customers' NPI by way of physical and electronic means.**

**While Tennessee College of Applied Technology - Paris is primarily an educational institution and its areas covered by GLBA are few, the TCAT-Paris is committed to satisfying the law in all its financial processes. Detailed information on TCAT-Paris policies and procedures are designed to facilitate compliance with GLBA.**

#### **DRUG-FREE CAMPUS AND WORKPLACE**

**In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, the Tennessee College of Applied Technology - Paris's policy is to maintain a safe and healthful environment for its students and employees. Therefore, school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act) and/or alcohol on school property. All vehicles entering or leaving the premises are subject to search. All violators will face severe federal, state, and/or local criminal penalties.**

#### **HAZING**

**In accordance with House Bill No. 1779, "Hazing" means any intentional or reckless act in Tennessee on or off the property of any Higher Education Institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her 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 the initiation into or affiliation with any organization.**

#### **CLERY ACT/SECURITY INFORMATION**

**In accordance with the Tennessee College and University Security Information Act of 1989, the Student Right to Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Tennessee College of Applied Technology - Paris has prepared a report containing campus security policies and procedures, data on campus crimes and other related information.**

**As per the Clery Act, the Tennessee College of Applied Technology – Paris publishes an annual report disclosing campus security policies and crime statistics for the last three calendar years. A copy of this report is located in the Assistant Director's office.**

#### **ATTITUDE**

**Trainees are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times. It is reflected in the Worker Characteristic grade.**

#### **DRESS CODE**

**A strong connection exists between academic performance, students' appearance and student's conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students,**

employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate and that does not disrupt the school or educational environment.

Appearance should be neat and clean, and the body should be adequately covered. Shoes are to be worn at all times. Leather boots are recommended for the industrial areas. Certain classes or class activities may require specific dress and grooming.

If not otherwise specified, adherence to this plan is in effect for all school activities held on or off campus including: evening programs, parties, fund raisers, class trips, organizational trips, graduation, open house gatherings, etc.

#### **Recommended Dress:**

Ladies are encouraged to wear hemmed pants, dresses, or skirts close to knee length or longer, or hemmed shorts close to knee length as appropriate to the course of study. Tops need to completely cover the upper torso, midriff, and upper arms and shoulders. Gentlemen are encouraged to wear properly-sized, hemmed pants and/or shorts (if appropriate), shirts with collars or buttons covering the upper torso, midriff, and upper arms, and shoes covering the entire foot. Shorts are inappropriate for the industrial shops due to safety. Additional requirements may be mandatory for some programs of study.

#### **Examples of Inappropriate Dress:**

Some examples include: short shorts and skirts, crop tops, tank tops, pants worn below the hips, clothing exposing the midriff, transparent material, exposed undergarments, overly tight or extremely loose clothing, clothing depicting alcohol, drugs, or tobacco products, and clothing with obscene or offensive gestures and/or suggestive markings or phrases.

### **HEALTH**

Any student with a special health concern such as diabetes, hemophilia, epilepsy, rare blood type, or any other ailments potentially dangerous to him/her should inform his/her instructor and register with the Student Services Office on a Medical Record at the time of enrollment.

### **UTILIZATION OF PHYSICAL FACILITIES AND EQUIPMENT**

Training laboratories and equipment shall be used only for the purpose of carrying out the instructional program of the school. Trainees are responsible for proper use and care of tools and equipment.

**Note:** Computer/Internet utilization is for official educational purposes only. Any unauthorized utilization of the computer and/or Internet sites will not be tolerated.

## **STUDENT PARKING**

All vehicles will be registered at the time of enrollment and parking tags will be issued. Tags, for which there is no charge, will be hung from the rearview mirror on the registered vehicles at all times while parked on our campus. All students' vehicles will be required to be parked in the parking area identified as student parking.

The parking areas in front of the building are reserved for the staff and visitors. Everyone is required to park correctly and drive slowly and cautiously while on campus.

## **STUDENT IDENTIFICATION BADGES**

Student identification badges are issued free of charge to each student upon enrollment to the College. The card is the student's official ID and should be carried by the student at all times. The ID will be used for recording the student's daily attendance, making purchases in the bookstore, and receiving financial aid checks.

Lost, stolen, or mutilated cards will be replaced by the College for a \$15.00 fee. This fee is the student's responsibility and may not be charged to any financial aid sources.

Students are required to present and/or surrender the card to any official or authorized representative of the College upon request. They must be returned to the Student Services office upon withdrawal, suspension, or graduation from the College.

## **SAFETY**

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of a specific area of employment. 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.

Each trainee will receive instruction in safety upon enrolling. Strict safety precautions will be observed and practiced at all times. No trainee will be permitted to use any machine or training equipment without permission from the instructor.

**NOTE:** Tennessee State Law requires that safety glasses be worn at all times in certain types of operations in the shops.

## **TOBACCO USE**

The TCAT-Paris is a tobacco-free environment as of January 1, 1997. All students are asked to use the designated outside tobacco-use area.

The College is committed to promoting and maintaining a healthy work and education environment. In addition, the institution is committed to promoting good health and well-being of all students as they prepare for a successful career. In consideration of state and federal laws and institutional goals, students, employees, and visitors are prohibited from using tobacco throughout all campus buildings and institutionally-owned vehicles. For purposes of this policy, "use of tobacco" means, but is not limited

to, the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking tobacco or other substances that are lit and smoked, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

- The use of tobacco products (smoke and smokeless) is prohibited in all buildings. This policy also extends to any space leased by the institution. However, the use of tobacco products will be permitted outside as indicated by signage in designated areas.
- The use of tobacco products is prohibited in state-owned vehicles.
- The institution will provide educational information on tobacco use cessation programs.
- College administration and instructional staff are responsible for informing the college community of the tobacco use policy and overseeing day-to-day compliance. The President or his/her designee will address violations and habitual offenders of this policy.

#### **Sanctions for Violations of Laws and Policies**

In accordance with Tennessee Public Chapter 410, known as the "Non-Smoker Protection Act," smoking is prohibited in all public places and places of employment. Smoking is defined as "inhaling, exhaling, burning, or carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco, and any other lighted tobacco product." Smoking is only permitted outside in designated areas as prescribed by the Act. The law also requires that "smoke from these areas must not infiltrate into areas where smoking is prohibited."

This state law specifies that a person who knowingly smokes where smoking is prohibited shall be subject to a civil fine of up to fifty dollars (\$50) and "each day on which a knowing violation occurs shall be considered a separate and distinct violation".

Violators of this policy should be reported to college administration. Violation of institutional policies and rules will be subject to administrative review and sanctions as outlined below:

#### **Faculty and Staff**

Disciplinary action will be taken in accordance with institutional policy up to and including termination of employment for habitual repeat offenders.



## **Students**

**Students who violate this policy are subject to disciplinary action in accordance with the provisions of the Student Conduct Policy. Sanctions for violations may include verbal warning, formal reprimand, probation, suspension, or dismissal.**

## **Visitors**

**Visitors to the campus whose actions are in violation of this policy may be asked to leave the campus grounds.**

## **Health Effects of Tobacco Use**

### **Smoking:**

- **Cigarette smoking increases the risk of many types of cancer, including cancers of the lip, oral cavity, and pharynx; esophagus; pancreas; larynx; lung; uterine cervix; urinary bladder; and kidney.**
- **Cigarette smokers are 2-4 times more likely to develop coronary heart disease than non-smokers.**
- **Cigarette smoking approximately doubles a person's risk of stroke.**
- **Cigarette smoking has many adverse reproductive and early childhood effects, including an increased risk for infertility, preterm delivery, stillbirth, low birth weight, and sudden infant death syndrome.**

### **Secondhand Smoke:**

- **Secondhand smoke is associated with an increased risk for lung cancer and coronary heart disease in non-smoking adults. Secondhand smoke is a known human carcinogen (cancer-causing agent).**
- **Because their lungs are not fully developed, young children are particularly susceptible to secondhand smoke. Exposure is associated with an increased risk for sudden infant death syndrome, asthma, bronchitis, and pneumonia in young children.**

### **Smokeless Tobacco:**

- **Smokeless tobacco contains 28 cancer-causing agents (carcinogens). It increases the risk of developing cancer of the oral cavity.**
- **Smokeless tobacco use can lead to nicotine addiction and dependence.**

## **HOUSEKEEPING**

**Good housekeeping practices shall be followed at all times. Tools, equipment, etc., shall be kept in appropriate places and shall not be left on benches, machines, and floors when not in use.**

**Every class is expected to clean the training area at the conclusion of the period or day as an integral part of the instructional program. Every department will have a routine for this activity, and students are expected to carry out duties as assigned with cooperative attitudes.**

**Each student should practice good housekeeping throughout the building and grounds. Students should at all times make use of the disposal containers in every area of the College. To maintain good housekeeping, all food and drink should be consumed in the lounge area.**

## **SEXUAL AND RACIAL HARASSMENT**

**Sexual harassment and racial harassment are prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. According to TBR Guideline P-080, there are procedures intended to protect the rights of the aggrieved party as well as the party against whom an allegation of harassment is lodged, as required by state and federal laws.**

**Each charge must be properly investigated and, when warranted, appropriate disciplinary action taken against the individual charged. 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 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.**

**Sexual harassment can take many forms, but most sexual harassment falls into three categories: verbal, visual, and physical when one of the following criteria is met:**

- 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.

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

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 Colleges may supersede or occur in addition to the process developed under this Guideline.

Generally, harassment on the behalf of religion, handicap, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity that creates an intimidating, hostile, or demeaning environment.

#### **POLICY ON SEX DISCRIMINATION**

Students, parents or guardians of students, and employees of the College are hereby notified that the TCAT-P does not discriminate on the basis of sex and is required by

**Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its educational activities and employment practices.**

### **VIOLENCE AGAINST WOMEN ACT**

**The Violence Against Women Reauthorization Act (VAWA) was signed into law March 7, 2014 and imposes new obligations on colleges and universities under its Campus Sexual Violence Elimination Act (SaVE Act) provision. The SaVE Act provision, which amends the campus crime provisions of the Higher Education Act, expands the information colleges must incorporate into their annual crime reports to include acts of domestic violence, dating violence, and stalking. TCAT-Paris has reviewed and modified its policies and procedures for handling asserted sexual offenses, and will be training its faculty, staff, and students in these areas.**

### **CLASS SCHEDULES**

**A student's daily schedule is established for orderly and efficient usage of school facilities. Therefore, adherence to the agreed schedule is required. Most classes meet from 8 a.m.-2:30 p.m. Monday through Friday. The Clinical schedules for the full-time Practical Nursing classes may vary.**

### **DAY CLASSES**

**The College operates on a year-round basis. Full-time students attend classes six hours per day normally between the hours of 8:00 a.m. to 2:30 p.m. Classes are held Monday through Friday with the exception of scheduled school closure.**

### **TYPES OF PROGRAMS**

**Specific course offerings at the Tennessee College of Applied Technology - Paris are based primarily upon the needs and employment opportunities in the surrounding counties.**

**The total program is planned to provide the type of training that leads directly to employment, or that assists the employed worker to improve skills and increase technical knowledge.**

**The College fulfills the objective by providing training in the following types of programs:**

**FULL-TIME PREPARATORY programs are designed to prepare persons for employment in specific or closely related occupations. These programs are offered on a six-hour per day basis. The length of training ranges from one trimester to five trimesters depending upon the entrance requirements of the occupation.**

**PART-TIME PREPARATORY programs are also designed to prepare persons for employment in specific or closely related occupations. The length of training will range depending upon the entrance requirements of the occupation.**

**SUPPLEMENTAL** programs are designed to improve or upgrade skills and increase technical knowledge necessary for present employment or to acquire new skills and knowledge for a higher level of employment. The length of the course will be determined by the specific needs of the members of the class. Time and frequency of meetings are arranged according to the convenience of the group for which the class is organized.

**SPECIAL INDUSTRY AND PUBLIC SERVICE** programs are offered to business and industry. These classes can be conducted at the college or place of employment of the class members. Specialized and intensified courses to meet specific requirements of industry may be offered to individual students who are currently enrolled in the field for which they are seeking additional training.

**ON-LINE PROGRAMS** no longer being offered through Tennessee College of Applied Technology - Paris as a part of the Tennessee Board of Regents Online program, [www.ecampus.org](http://www.ecampus.org). These offerings are being phased out beginning May 2016 (Summer Trimester).

#### **ADMISSION REQUIREMENTS**

Any person who is 18 years of age or a high school graduate and has a job objective may apply for admission to the College. Application forms can be obtained at the College. It is recommended that the financial aid application process be initiated at the time application for admission is made.

**Note:** On-line applications are accepted at [www.tcatparis.edu](http://www.tcatparis.edu).

High school students may be enrolled based on an agreement between the Tennessee College of Applied Technology-Paris and the local Boards of Education.

#### **Admissions of Foreign Non-Immigrants-**

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

#### **ADDITIONAL ADMISSION REQUIREMENTS**

Admission into the Cosmetology program requires each applicant to have completed and passed the 10th grade or scored at least 450 on the GED/HSE. A high school/GED/HSE transcript must be provided upon application.

Admission into the Early Childhood Education program requires each applicant to hold a GED/HSE or regular high school diploma (special education diploma or certificate of attendance is not acceptable). In addition, criminal background checks and/or fingerprinting are required upon enrollment.

Admission into the Practical Nursing program requires each applicant to submit a program application, submit a high school or GED/HSE transcript, submit one letter of recommendation, submit an essay titled "Why I want to be a nurse," and score a minimum of 70 in Reading and 70 in Math on the HESI Entrance Assessment. At the

scheduled time of enrollment, obtain information regarding a background check and begin this process.

Admission into the PN program also requires documentation that students have started the Hepatitis B vaccination. This is a three-part series and must be completed while enrolled at the College.

Students in most programs are evaluated using Career Ready 101 in the basic skills areas of math, reading and locating information to identify areas of scholastic achievement which may need improvement.

### **ADMISSION PROCEDURES**

- 1. Contact the Tennessee College of Applied Technology - Paris to obtain information and an application form.**
- 2. Discuss primary objectives with the Student Services and Financial Aid Departments.**
- 3. Complete an application online at [www.tcatparis.edu](http://www.tcatparis.edu) and a FAFSA at [www.fafsa.gov](http://www.fafsa.gov).**
- 4. Submit a high school/GED/HSE transcript and proof of two MMR vaccinations, proof of two Varicella vaccinations or documented proof of Chickenpox disease, if your program of choice requires it.**
- 5. File for financial aid or have a financial plan for attending the institution.**
- 6. Be aware of and meet additional admissions requirements as outlined above for the Practical Nursing and Cosmetology programs.**
- 7. Federal law requires all male citizens or eligible non-citizens born on or after January 1, 1960 to register with the Selective Service.**
- 8. Report to the Student Services Office on the date and time assigned for pre-enrollment/orientation.**
- 9. Enroll at the appointed time on registration day.**

**Applicants who fail to complete the pre-enrollment orientation will be put on inactive status. The application may be reactivated by completing the admission process.**

## VACCINATION REQUIREMENTS

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning measles, mumps, rubella, varicella, and hepatitis B infections to all students enrolling for the first time. This information is included in the TCAT-Paris application for enrollment located on our campus website. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about these diseases. The required information below includes the risk factors and dangers of these diseases as well as information on the availability and effectiveness of vaccines for persons who are at risk for these diseases. The information concerning each disease is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine. The Measles, Mumps and Rubella (MMR), Varicella, and Hepatitis B regulations are written by the Tennessee Department of Health [Official Rules and Regulations of the State of Tennessee, Chapter 1200-14-1-29(4) - Immunization Against Certain Diseases Prior to School Attendance in Tennessee].

Effective May 2016, any applicant who can provide proof of prior or current military service is exempt from the immunization requirement. Other exemptions may also apply.

Allied Health applicants must provide documented proof of vaccination of Measles, Mumps and Rubella (MMR) Varicella, and Hepatitis B vaccination as part of the admission process. This is a clinical site requirement.

## SELECTIVE SERVICE REGISTRATION

All persons who are required to register for the Federal Draft under 50 U.S.C. App. Section 453 are not eligible to enroll in any post-secondary school until they have registered for the draft.

## FOREIGN STUDENTS

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

The Tennessee Eligibility Verification for Entitlements (EVEA), which became effective October 1, 2012, requires state public institutions of higher education to verify that persons seeking a “state public benefit” are either a “United States citizen” or “lawfully present” in the US. The TCAT-Paris is authorized to enroll immigrants/permanent resident students who provide the school with a Resident Card (Form 1-551) or other acceptable document to verify permanent resident status. The College is NOT approved by INS (immigration services) to accept foreign nationals.

## LIMITED ENGLISH PROFICIENCY (LEP) GUIDELINE G-130

This guideline advises the Tennessee Board of Regents (TBR) system office and its constituent institutions, as recipients of federal funds, of the obligation under Title VI of the Civil Rights Act of 1964 to take reasonable steps to provide meaningful access to persons with Limited English Proficiency (LEP). The Department of Justice defines person with LEP as “those individuals who have a limited ability to read, write, speak, or understand English.”

### STUDENT MAINTENANCE AND TECHNOLOGY FEES

#### Full-Time Student Fees

All students, who enroll in any program, whether residents or non-residents, will pay a maintenance fee, a technology fee, and student activity fee. Students enrolling or completing between term beginning and ending dates will pay a prorated maintenance fee for that term based upon the fee schedule.

#### Part-Time Student Fees

Students enrolling in short-term, part-time or supplemental programs will be assessed a fee based on the length (number of hours) of the program in which he/she is enrolled. The fee is collectible at the beginning of the program.

#### Secondary Student Fees

Secondary students assessed fees will be paid through the Tennessee Dual Enrollment Grant or a contractual agreement between the Tennessee College of Applied Technology-Paris and the local educational agencies. Tuition and mandatory fees only are collected from secondary students based on the TCAT secondary fee scheduled assessed by the Tennessee Board of Regents. All other fees, such as program specific fees are waived.

**No student will be admitted to class without all fees paid or third-party contracts signed prior to or during registration for each academic term of enrollment.**



## FEE SCHEDULE

Maintenance fees are determined and approved by the Tennessee Board of Regents prior to the beginning of each academic year in July. As of printing of this handbook, fees are as follows:

Trimester Hours	Maintenance Fee	Student Activity Fee	Technology Fee	Total
1-40	\$192.00	\$10.00	\$45.00	\$247.00
41-80	\$259.00	\$10.00	\$45.00	\$314.00
81-135	\$391.00	\$10.00	\$45.00	\$446.00
136-217	\$680.00	\$10.00	\$73.00	\$763.00
218-340	\$1,098.00	\$10.00	\$73.00	\$1,181.00
341-432	\$1,229.00	\$10.00	\$73.00	\$1,312.00

### Special Academic Fees:

Licensed Practical Nursing

\$100/trimester

Welding

\$100/trimester

Both have a \$300.00/year limit.

**NOTE:** Fees listed in this catalog are subject to change without notice. The College, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete, or change fees for admission to the College at any time without prior notice to the public.

## EXPENSES, BOOKS AND SUPPLIES

Students are responsible for providing the following items as required for the chosen area of training:

1. Textbooks, workbooks, paper and pencils.
2. Uniforms, safety glasses and other personal items as required by specific occupational areas.
3. Supplies or program kits as required.

Students are expected to purchase all required textbooks, workbooks, miscellaneous supplies and safety supplies immediately upon enrollment. These items are available in the bookstore.

**No student will be admitted to class without having met all financial obligations.**

## FINANCIAL AID

The purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend school successfully.

This 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. Although the college endeavors to assist all qualified students as resources permit, this assistance should be viewed only as supplementary to the efforts of the student's family. However, when it is determined that a family cannot meet the educational costs, financial assistance is available. To determine if there is need, students may file the Federal Financial Aid Application Statement which takes into consideration the factors that affects a family's financial status. The information reported when applying for aid is used in a formula, established by Congress, which calculates a student's Expected Family Contribution (EFC), an amount the student and student's family is expected to pay toward the student's education. The EFC is used in an equation to determine the student's financial need.

Financial Aid Awards are calculated on an academic year basis. An academic year for this school is a 12-month period beginning each July 1 and ending each June 30. Renewal of financial assistance is not automatic; students must file an application for financial aid each year and demonstrate financial need. Students receiving aid from any Title IV Program will be required to maintain satisfactory academic progress (SAP). *(See Appendix A-Financial Aid)*

### TYPES OF FINANCIAL AID AVAILABLE

**FEDERAL PELL GRANT:** The Pell Grant is a federal aid program available to eligible students. The grant is based on need. Repayment of this grant is not required as long as the student completes the required number of hours of training.

**TENNESSEE STATE ASSISTANCE AWARD (TSAA):** This program is funded by the state for residents of Tennessee. Eligibility is determined in a way similar to PELL GRANT. Deadline for applying is August 1.

**WILDER-NAIFEH TECHNICAL SKILLS GRANT (WNTSG):** This 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. There is no age limit or income requirement.

**TENNESSEE PROMISE-** This grant is part of the Tennessee Education Lottery Scholarship program (TELS). The Promise is available as a last dollar scholarship for high school graduates who registered in the Fall of their Senior year and met all eligibility requirements, including mandatory meetings and community service.

**TENNESSEE RECONNECT-** This grant is part of the Tennessee Education Lottery Scholarship program (TELS). The Reconnect is a last dollar scholarship for Tennessee residents. They must be eligible independent students, who do not qualify for enough state and/or federal dollars to cover the cost of tuition.

**VOCATIONAL REHABILITATION:** The Rehabilitation Division of the Tennessee Department of Human Services provides assistance to students who qualify under the Vocational Rehabilitation Act. Students with certain mental or physical handicaps may receive assistance with maintenance fees, book costs, etc. Contact the local Rehabilitation Service Office for more information.

**WORKFORCE INVESTMENT OPPORTUNITIES ACT (WIOA):** Eligible persons are certified on the basis of family household size, income, and suitability for the training program selected. The College will refer applicants to the appropriate offices prior to enrollment.

**TENNESSEE OPPORTUNITY PROGRAMS (TOPS):** This program provides assistance to low income students who have performed farm-related work within the last two years.

#### **VETERANS ASSISTANCE**

The TCAT-Paris provides assistance to veterans and/or their dependents in pursuing educational benefits through the U.S. Department of Veterans Affairs. Prior to enrollment, veterans shall present to the School Certifying Official (SCO) at TCAT-P with a copy of their DD214, NOBE, kicker, and/or other supporting documents including transcripts of previous education/training from colleges, technical schools, military, etc.

The veteran must apply for benefits through VONAPP or request paperwork from the SCO. Regarding Chapter 33 or Post 9/11 veterans, additionally the veteran must present the SCO with a Certificate of Eligibility prior to enrollment. Paperwork will then be processed electronically and forwarded to the Veteran's Affairs. Previous credit will be evaluated by the instructor based on transcripts and previous work experience.

Once certified by the SCO through Veteran's Affairs, the veteran must verify attendance with VA on a monthly basis, in order to receive the prior month's check. The time of the month to verify is the last day of the month. Veteran's Affairs will not issue approval for payment until verifications are received.

The veteran's class schedule, if other than full time, must be approved by the SCO and Student Services prior to enrollment. Any changes later on in the class schedule must also be reported for approval to ensure continuation of eligibility to receive Veteran's Affairs benefits.

**For additional information on enrollment procedures, please contact the SCO and/or Student Services or contact the U.S. Department of Veterans Affairs at 1-800-827-1000.**

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

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

#### **BAD CHECK COLLECTION FEE**

**The payment of fees may be made by cash, check, or credit card. If a student pays fees with a check that is not honored by the bank, that student will be notified by the College and there will be an additional \$30.00 return-check fee assessed. If the check and return check fees are not paid in cash within 10 working days from the date of the notice that student will be withdrawn from classes and legal action will be taken. The return-check fee of \$30.00 will be assessed for each returned check presented to the business office at the College by anyone for any reason (i.e. maintenance fees, test fees, book sales, live work fees. etc.)**

#### **REFUND POLICY**

##### **A. Eligibility for refunds:**

- 1. Change in a full-time student's schedule which results in a 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 the College.**

4. Cancellation of a class by the College.
5. Death of the student.
6. Students administratively dismissed will not be eligible for refunds.

**B. Calculation of the refund:**

**1. Full Refund:**

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

**2. Partial Refund of maintenance fees:**

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

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

### **CALENDAR OF OPERATIONS**

The Tennessee College of Applied Technology - Paris operates on a year-round basis dismissing only for observance of legal holidays, instructor in-service, trimester breaks or student vacation days.

Full-time preparatory classes are scheduled five days a week for six hours a day. Part-time preparatory and “flex” classes are available at specially scheduled hours five days a week. Supplemental classes are held on specific evenings according to the trimester schedules.

The Tennessee College of Applied Technology-Paris’s calendar is based on a fiscal year beginning January 1 and ending December 31 of the current year. A minimum of 216 instructional days are included in the school year, which is divided into the following trimesters:

Spring Trimester	January, February, March, April
Summer Trimester	May, June, July, August
Fall Trimester	September, October, November, December

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

The College reserves the right to cancel any supplemental class scheduled for a given term when the number enrolled is considered insufficient. Other factors which may contribute to the cancellation of a class include the availability of qualified instructors and the availability of appropriate facilities.

### STUDENT ATTENDANCE POLICY

The TCAT-Paris' students are receiving an education for direct entry into the labor market. Because of the importance of student attendance, this College stresses attending classes regularly and includes evaluation of attendance and punctuality within the Work Ethics grade. Students are expected to be in class each day and are responsible for any work missed due to absences. Except for documented military and jury duty, there are no excused absences.

The nature of the programs at the Tennessee College of Applied Technology-Paris is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress as well as financial aid. Therefore the following policies are in place regarding daily attendance.

(1) After a full-time student has been absent for a total of 24 hours in a 72-day period of instruction, or more than 5.5% of the enrollment hours, the Student Services Coordinator will meet with the student for counseling.

(2) After a full-time student has missed in excess of 42 hours within a 72-day period of instruction, or more than 9.75% of the enrollment hours in the case of students enrolled less than 432 hours, that student may be suspended. This amount is prorated if the student is enrolled for less than 432 hours. A letter of pending suspension will be given to the student. At this point, the student has the right to appeal this decision. NOTE: In individual cases of extenuating circumstances, the President may make exceptions to suspension. Such exceptions MUST be fully documented.

*Absences also affect federal and state financial aid disbursements. Please read Satisfactory Academic Progress policy in the Financial Aid section of this handbook.*

(3) A student is considered tardy if not in the classroom at the designated time for class to start. Tardiness is counted in ½ hour and 1 hour increments only. For example, a person arriving 1—30 minutes late will be counted as 30 minutes late. A person arriving 31—60 minutes late will be counted as 1 hour late. All time missed from the College will

be deducted from the 42 hours as referenced in item (2) above in addition to the accumulated tardy.

**5 tardies—documented warning by instructor**

**6 tardies—documented warning by Student Services**

**7 tardies—referred to President**

**(4) All students are requested to call in absences if they are not going to be in class beginning at the scheduled class time.**

**(5) A student absent three (3) consecutive days without contacting the College, that student will be presumed to have withdrawn from the college. If extenuating circumstances exist, the student should contact the Student Services office once notification of suspension has been received and documentation will be reviewed.**

**An attendance record for each student is maintained in the student information system.**

**Students requesting an exception due to extenuating circumstances must submit a written request to the Student Services office. Documentation for each day missed must accompany the request. If the exception is approved, the student will be reinstated to class. If the exception is denied, the student will be informed when he/she may apply for re-enrollment.**

**Documented military leave and jury duty absences are classified as extenuating circumstances. It is the student's responsibility to provide documentation to the instructor and Student Services prior to absences for both military leave and jury duty. In these cases, the student will be granted a leave of absence.**

**Absences for supplemental programs are handled on an individual basis.**

### **INCLEMENT WEATHER**

**The Tennessee College of Applied Technology-Paris is a training agency dedicated to training for the business/industrial community. Therefore, the College is normally open if local business and industry are open. However, in the event of inclement weather, each individual should make their own decision concerning their safety. If the severity of the weather conditions warrant school closing and/or an alternate schedule, an announcement will be made on television stations Channel 4 and Channel 5 (Nashville) and Channel 7 (Jackson) and local radio stations. If no announcement is made by 7:15 a.m., you can assume the College is open. The College will also use alternate forms of communication such as Facebook, Twitter, the College's website and the TCAT-Alert notification system to keep students informed. NOTE: Higher educational institutions are not included in an announcement indicating all schools in a particular county are closed.**

### **EMERGENCY NOTIFICATION SYSTEM/TCAT-Alert**

In an effort to offer several options of communication to our students, we have an electronic system for contacting students via text, telephone or email. This is an optional, but efficient way to communicate weather-related closings to our students, as well as upcoming school events. Upon enrollment, students are instructed on how to sign up for this system.

### **PUBLIC RELATIONS/PUBLICATIONS**

TCAT-Paris is required to maintain an adequate public relations program relevant to the College's publications, such as the catalog, program brochures, news articles, newsletters, including electronic versions and/or website. As a result, students may be photographed to appear in TCAT publications. By allowing your photograph to be taken, permission is considered as being granted to TCAT-Paris for use in publications. Students may opt to not allow use of their likeness in advertising/public relations efforts by informing the photographer or Student Services Coordinator of the objection.

### **STUDENT NOTIFICATION OF RIGHTS**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Students of the Tennessee College of Applied Technology - Paris 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 Student Records Coordinator. Within 30 days of the request, the Student 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 - Paris 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 is provided below:

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

### PROGRESS POLICY

Progress reports, attendance records, and work evaluations are kept on each student and are filed in the Student Services Department, along with such information that may be pertinent to successful employment. A student must maintain a “D” (73) or better average per course and a “C” (80) or better average per term. Failure to do so will result in suspension at the end of the term. Re-entry into a program for any student suspended must be approved by the President of the College.

### GRADING SYSTEM

#### Grade Points Earned

<b>A (94-100)</b>	<b>Excellent</b>
<b>B (87-93)</b>	<b>Above Average</b>
<b>C (80-86)</b>	<b>Average</b>
<b>D (73-79)</b>	<b>Below Average</b>
<b>F (0-72)</b>	<b>Unacceptable</b>

**\*Note: The Practical Nursing program follows the grading system according to State Board of Nursing regulations. Nursing programs require a “C” (80) or better average per course. Additional nursing information is maintained in the Nursing Director's office.**

### **TRANSCRIPTS**

**The College will keep a permanent record of your training. A transcript of training completed will be prepared and supplied to your prospective employer upon your written request. Assistance in finding suitable employment for trainees will be provided for those who have made satisfactory progress.**

### **AWARDS**

**Diplomas are awarded to those who reach a determined level of training and proficiency. Diplomas are awarded upon the basis of achievement and proficiency in the area of training and not necessarily on the basis of time spent in training. Certificate levels of training are identified in the course description in the general school catalog.**

**Certificates are awarded to those who reach a determined level of training and proficiency which is less than that required for a diploma. Certificates are awarded upon the basis of achievement and proficiency in the area of training and not necessarily on the basis of time spent in training. Certificate levels of training are identified in the description in the general school catalog.**

**An Exit Interview form must be on file in Student Services prior to awards being issued.**

### **CREDIT FOR PREVIOUS TRAINING**

**Previous educational training and/or experience will be evaluated, and the student will be enrolled at the student's proficiency level. The time normally required will be shortened accordingly. Training completed in high schools, technical institutes, colleges, and other facilities, such as business and industry or the military, will be evaluated toward completion requirements where applicable.**

**Documentation and/or evidence of training or proficiency must be supplied by the student. In many cases, proficiency testing is required before Prior Credit can be awarded.**

### **COOPERATIVE WORK EXPERIENCE PROGRAM**

**This program is designed to provide practical work experience for the student. This also gives the employer the benefits of shop practice, theory, and related information gained by the student while in school.**

**Students who participate in this program must be able to demonstrate the necessary entry-level skills required of the job. Students must be recommended for interviews by**

the instructor and assistant director based on class performance. The employer will select participants from the list of recommended students.

Each participating student will remain on the school roll and will maintain student status until official withdrawal. All maintenance fees must be paid according to school policy before the student is counted as enrolled.

### **ARTICULATION**

Students who have completed diploma-level training in Administrative Office Technology can articulate towards a bachelor's Degree in Professional Studies with Bethel University. Practical Nursing graduates who have obtained licensure can apply for a bridge to RN program through Jackson State Community College.

High school students who earn a regular or honor diploma and have documented classroom hours in technical areas offered by TCAT-Paris may receive advanced placement based on a competency test. To receive more information, please check with the Student Services office.

### **STUDENT TRANSFERS/WITHDRAWAL POLICY**

Students in good standing may change enrollment status at any time during the trimester if it's due to a job conflict or health reasons. Regular transfers between programs and/or from other institutions are completed at the beginning of any trimester. Documented prior credit received from an accredited institution will be awarded to the transfer student based on competency as determined by the program instructor. Students are also allowed to progress at an accelerated rate, therefore earning credit for previous work experience and/or training. Transfer requests should be made through the Student Services Office.

#### **A. Student Withdrawal in Good Standing:**

1. Must not be in attendance violation
2. Must not be indebted to the College
3. Must notify his/her instructor
4. Must complete an Exit Interview form

Students withdrawing in good standing may submit application for re-enrollment at the time of withdrawal, and be placed on the waiting list at that time.

#### **B. Withdrawal Not in Good Standing:**

1. Students not complying with Section A of the Withdrawal Policy may apply for re-enrollment after any sanctions for attendance violations and/or indebtedness to the College have been met.

### **PERSONAL COUNSELING**

The counselor will provide individual counseling to students experiencing personal, academic, attitude, or financial problems. The counselor will help the student solve his/her problems or refer the student to agencies for help in a solution to his/her

**problem. Counseling services are available and designed to assist students with disabilities in functioning within the school setting. This service also helps to identify and aid in the removal of physical barriers that prevent free and open access. All matters will be treated individually and on a confidential basis.**

### **JOB PLACEMENT**

**The Student Services Office will assist the student in finding employment upon completion of training. The Student Services Office maintains very close contact with industry and the State Employment Security Office and works to place graduates in employment upon completion of training. Placement of graduates is a primary concern of each of the instructors, the counselors and the administrative staff. Job announcements are posted on the College's web page and on a job bulletin board in the student break room.**

### **STUDENT'S RIGHT TO KNOW**

**In order to comply with Federal Regulations for a "Student's Right to Know", each program's completion/placement results are made available during pre-registration and orientation, and may be viewed in the Student Services Office and on the school website. For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at [www.tcatparis.edu](http://www.tcatparis.edu)**

### **FOLLOW-UP/ALUMNI SURVEY**

**An effort is made to keep in touch with former students after entering employment to determine their success and make the training more relevant to the needs of new students and industry. Surveys and student follow-up studies are made to determine if changes need to be made in meeting these needs. Employers, College personnel and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student. Placement Status forms are mailed to graduates within ninety (90) days after completing course of study. In addition, an Alumni Survey form will be mailed for further follow-up within a year of completion. Students are strongly urged and encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.**

### **STUDENT CONDUCT POLICY**

**\*(Please see Appendix B, C, and D for definitions of misconduct, disciplinary sanctions and due process policy and procedures.)**

# PROGRAMS



# ADMINISTRATIVE OFFICE TECHNOLOGY

The mission of the Administrative Office Technology program is to prepare students for success in the computerized office through technical training in the proper office procedures and the latest software applications, as well as to ingrain in them the proper ethics and attitudes necessary to succeed in a working environment. This program is offered in a hybrid format which allows most students to complete part of their training online.

There are three diplomas in the Administrative Office Technology program.

**Administrative Assistant**      3 trimesters (1296 hours)      **Diploma**

**Accounting Assistant**      3 trimesters (1296 hours)      **Diploma**

**Financial Services Associate**      3 trimesters (1296 hours)      **Diploma**

**Core Training:** The first and second terms of AOT teach all students the core skills necessary to succeed in the program and on the job. Students are reviewed in basic English and math skills, as well as introduced to general clerical tasks and computer usage. During their first term, students are trained in General Office Assistant skills which include: Office Procedures, Keyboarding, Business Math, Records Management, and Computer Essentials. During their second term, students are trained in Microsoft Office software and its application to common office tasks. After completing both terms' courses, students will be prepared to take the Microsoft Office User Specialist exams for Word and Excel.

## Certificate Exit levels

1<sup>st</sup> trimester (432 hours)

2<sup>nd</sup> trimester (864 hours)

General Office Assistant

Office Software Specialist

## **Administrative Assistant Diploma**

In addition to the core training, students pursuing this diploma are trained to utilize common computer software to solve business problems, produce and enhance communication, perform financial functions, and provide effective customer service. Training for this diploma is aligned with the skills needed to take the Certified Administrative Professional certification exam (CAP), after the minimum years of on-the-job experience requirement is met.

## **Accounting Assistant Diploma**

In addition to the core training, students pursuing this diploma are given the knowledge to perform both manual and automated accounting tasks, as well as the functions of payroll personnel. Training for this diploma is aligned with the skills needed to take the QuickBooks certification exam.

## **Financial Services Associate**

In addition to the core training, students pursuing this diploma are trained to produce and enhance communication, perform financial functions, operate under the policies and procedures of a bank teller, identify fraud, identify forgery and counterfeit bills, handle cash, recommend bank products based on a customer's needs and provide outstanding customer service. Students pursuing this diploma are prepared for entry-level positions in financial institutions such as, banks, credit unions, finance companies, and check cashing companies.

## COLLISION REPAIR TECHNOLOGY

The mission of the Collision Repair program is to provide education and training to develop skilled individuals with the proper attitudes and abilities to achieve gainful employment.

Collision Repair Technology provides the student with instructional theory and techniques necessary to become proficient as a combination Body and Paint Technician.

There are four exit levels in the Collision Repair Technology program.

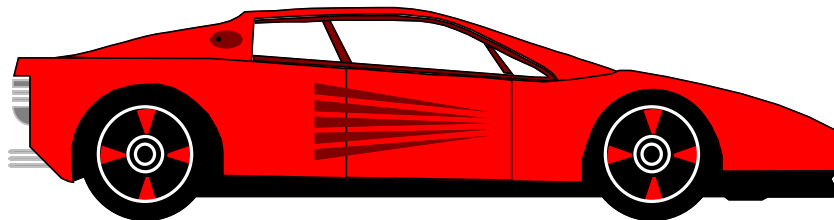
<u>Non-Structural Assistant</u>	1 trimester (432 hours)	Certificate
<u>Non-Structural and Structural Assistant</u>	2 trimesters (864 hours)	Certificate
<u>Collision Repair Technician</u>	3 trimesters (1296 hours)	Diploma
<u>Collision Repair/Refinishing Technician</u>	4 trimesters (1728 hours)	Diploma

The Non-Structural Assistant will be trained for repairing minor dents, sanding and masking, removing and replacing bolt on panels, and minor plastic repairs. Technicians with these particular skills could be well suited for an entry level position in most body shops.

As a Non-Structural and Structural Assistant your skills will allow you to go beyond minor body work and move toward the paint room facilities. Your learning will include paint prep techniques such as finish sanding and detail masking. You will also begin training in paint mixing.

The Collision Repair Technician will be trained in the fundamentals of glass replacement and welding. By this time, the student is well rounded in many areas and should succeed in an entry level technician position.

The Collision Repair and Refinishing Technician will finalize training in this program. Training includes different frame measuring and pulling techniques.



# COSMETOLOGY

The mission of the Cosmetology program is to provide students with the knowledge and training to enable them to become successful members to today's workforce. Students will be prepared for lifelong learning in order to meet the ever changing challenges of the community and state.

Cosmetology provides classroom and practical learning experiences that are concerned with a variety of beauty treatments including the care and beautification of the hair, the complexion and hands. Persons enrolling in Cosmetology must have successfully completed at least two years of high school or scored 450 on the GED. For those wishing to enter an excellent service-oriented profession, this program prepares its graduates for the state licensing examination. This examination is required before the graduate can begin working as a Licensed Cosmetologist.

Job duties for a licensed Cosmetologist include providing beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating the scalp. Additionally, a Cosmetologist may apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

There is one exit level in the Cosmetology program.

**Cosmetologist      1500 hours      Diploma**

## **COSMETOLOGIST (Units of Instruction)**

**Unit 1-Theory Essentials**

**Unit 2- Hair Services**

**Unit 3-Nail and Skin Services**

The Instructor Trainee course can be completed in 300 hours of training.

The course consists of student teaching, lesson planning, curriculum development, record keeping, and classroom management. Prerequisites for this program include a high school diploma and a current Cosmetology license. The Tennessee Board of Cosmetology and Barber Examiners requires that one must have been licensed for three continuous years prior to applying for an instructor's license.

**Instructor Trainee      300 hours      Certificate**



# HEALTH INFORMATION MANAGEMENT TECHNOLOGY

The mission of Health Information Management Technology program is to provide the framework to describe the complete management of health information across computerized systems and its secure exchange between consumers, providers, government and quality entities, and insurers.

There are three exit levels in the Health Information Technology program. They are:

<b><u>Health Information Support</u></b>	<b>1 trimester (432 hours)</b>	<b>Certificate</b>
<b><u>Health Information Coordinator</u></b>	<b>2 trimesters (864 hours)</b>	<b>Certificate</b>
<b><u>Health Information Specialist</u></b>	<b>3 trimesters (1296 hours)</b>	<b>Diploma</b>

The Health Information Technology program is designed to develop the skills and knowledge needed to secure jobs in today's rapidly changing medical field. Students have the opportunity to study and experience "hands-on" training with today's advanced electronic health records software and develop the computer skills needed for the modern medical office. Each student has the opportunity to learn medical coding and insurance billing, as well as basic medical office skills.

This program is designed so that every student may be able to reach the level of skill needed to succeed in today's medical environment regardless of prior office experience or training.

**Health Information Support** following courses: orientation, technology foundations, introduction to keyboarding, medical law and ethics, introduction to computers, medical terminology, introduction to Anatomy and Physiology, and introduction to insurance.

## **Health Information Coordinator**

Students will build their skills by continuing with courses such as introduction to medical coding, electronic health records, health information managements systems, medical office procedures and employability skills.

## **Health Information Technology Specialist Diploma**

Students who progress to the third trimester will finish their training in courses such as advanced outpatient coding and billing, inpatient coding and billing, dental assisting/coding and billing and medical transcription.

# INDUSTRIAL MAINTENANCE/ INTEGRATION AUTOMATION TECHNOLOGY

The mission of the Industrial Maintenance/Integration Automation Technology program is designed to meet both the needs of students and the needs of their future employers to develop the skill, knowledge, and competencies needed to work and grow in the industrial maintenance field.

The objective of this course is to acquaint the student with the many aspects of industrial maintenance. The knowledge and skills that the student acquires covers a broad range of subjects and will be a tremendous asset to the student.

There are four exit levels in the Industrial Maintenance/Integration Automation Technology program. The maximum program length is 1728 hours. This allows students the opportunity to receive training at both diploma levels if they choose. The exit levels are:

<u>Preventative Maintenance</u>	1 trimester (432 Hours)	Certificate
<u>Mechanical Maintenance</u>	2 trimesters (864 hours)	Certificate
<u>Industrial Maintenance Technician</u>	3 trimesters (1296 hours)	Diploma
<u>Industrial Automation Maintenance Technician</u>	3 trimesters (1296 hours)	Diploma

The Preventative Maintenance installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in commercial or industrial establishments. They are trained in electrical circuits, mechanics, air conditioning and refrigeration.

The Mechanical Maintenance repairs and maintains, in accordance with diagrams, sketches, operation manuals, and manufacturer's specifications, machinery and mechanical equipment. They are trained in engineering drawings, welding, metalworking, pipefitting, pneumatics/hydraulics, and rigging.

The Industrial Maintenance Technician installs and repairs electrical systems, apparatus, and electrical and electronic components of industrial machinery and equipment, following electrical code, manuals, schematic diagrams, blueprints, and other specifications, using hand tools, power tools, and electrical and electronic test equipment. They install power supply wiring and conduit for newly installed machines and equipment such as robots, conveyors, and programmable controllers following electrical code and blueprints, using hand tools and voltage testers.

The Industrial Automation Maintenance Technician concentration prepares students to work in an automated work cell environment. Comprehensive theory and hands-on practice with classroom instructional robot systems is used. These systems are appropriate for use in the simulation of industrial automation. Students will learn basic robot operation which will include "end of arm" tooling and systems associated with "end of arm" tooling. Installation, power requirements and safety will also be covered in this program.

# INFORMATION TECHNOLOGY SYSTEMS MANAGEMENT

The mission of the Information Technology Systems Management program is to prepare the student for entry into the information technology field. The course seeks to equip the student with the skills, attitudes, and work habits needed by those entering the IT industry.

There are four exit levels in the Information Technology Systems Management program.

<u>Computer Maintenance Technician</u>	1 trimester (432 hours)	Certificate
<u>Network Infrastructure Technician</u>	2 trimesters (864 hours)	Certificate
<u>Information Security Analyst</u>	3 trimesters (1296 hours)	Diploma
<u>Info. Technology Systems Administrator</u>	4 trimesters (1728 hours)	Diploma
<u>Info. Technology Systems Manager</u>	5 trimesters (2160 hours)	Diploma

The Computer Maintenance Technician is the first level and involves learning basic computer terminology and concepts. Students will also learn several different software applications involving word processing and spreadsheets.

Network Infrastructure Technician is the second level where students will learn database, slide show presentation and web page software, along with another Windows operating system. At this time, students will start learning computer hardware and basic assembly. Students will start working on their knowledge base in becoming a computer technician.

Information Security Analyst is the third level where students learn to troubleshoot, maintain, and repair computers. They will learn additional operating systems along with a network operating system. At this level, student will learn basic networking skills.

Information Technology Systems Administrator is the fourth level of study and begins with an in-depth study of the Apple Mac operating system and associated hardware. The student will learn about maintaining Apple hardware and loading the operating systems. In the latter portion of the fifth trimester, students will gain experience while practicing their skills in supervised hands-on activities, working with portions of the College's networking equipment.

Information Technology Systems Manager is the final level of study and facilitates learning to the level that enables students to obtain certification in A+, Network+, Security+, C-Tech, and MCSA and ensures that they are workforce ready.

# MACHINE TOOL TECHNOLOGY

The mission of the Machine Tool Technology program is to provide learning experiences that will enable each individual to successfully enter the machine shop trade, lead a purposeful life and contribute to the community in which he/she lives.

The Machine Tool Technology program is designed to provide instruction enabling students to acquire fundamental knowledge of the properties of metals and to increase understanding of a variety of machine tools and set-up procedures. Students receive instruction in the proper operation of machine tools that are used in the profession; milling machines, lathes, EDM machines, CNC mills and lathes, surface grinders and others. Also in this program students will be exposed to shop theory, measurement systems, layout work, bench work, blueprint reading, geometric dimensioning and tolerancing, and shop safety.

There are four exit levels in the Machine Tool Technology Program. They are:

<u>Production Machine Tender</u>	1 trimester (432 hours)	Certificate
<u>Machine Set-up Operator</u>	2 trimesters (864 hours)	Certificate
<u>General Machinist</u>	3 trimesters (1296 hours)	Diploma
<u>Machinist I</u>	4 trimesters (1728 hours)	Diploma

Production Machine Tender will introduce students to safety practices while machining, as well as measurement systems. The student will understand measurement as applied to a production environment. Blueprint reading and basic mill and lathe operation is implemented.

Machine Set-up Operator will prepare the student to be able to operate manual mills and lathes on an entry level. They will understand the fundamentals of conventional machining. They will have the knowledge of inspecting their parts and determining quality. Basic welding and heat treatment processes will be understood.

General Machinist consists of advanced lathe operations with maximum precision principles involved. Precision boring, internal threading, acme threads, four jaw chuck alignment, and producing projects to within +/- .001 of an inch will be mastered. Intermediate trigonometry as applied to machining applications will be introduced. Advanced mill operations will be taught. Milling, irregular shaped surfaces, cutting gears, drilling, boring, reaming and slotting fundamentals will be taught. They are exposed to horizontal mills, special milling cutters, and mill accessories. Students are required to mill projects to an accuracy of +/- .003 of an inch. Precision grinding is also implemented including identification of grinding wheels, mounting, truing, and balancing of grinding wheels.

Machinist I will prepare the student to set-up and operate a CNC (Computer Numerical Control) machine. This includes programming utilizing CAD/CAM software for both CNC mills and lathes. They will be introduced to EDM wire and die sinking machines. This level will also involve extensive machining problem solving techniques.

# MOTORCYCLE/ATV REPAIR TECHNOLOGY

The mission of the Motorcycle/ATV Repair program is to prepare the trainee for entry into the vital repair and service aspect of this growing power sports industry. It is designed to meet the needs of both the trainee and their potential employer by equipping the student with the skills, knowledge, and confidence to enter the motorcycle/ATV repair field.

The objective of this course is to introduce the student to the many aspects of motorcycle/ATV repair and maintenance. The knowledge and skills acquired during this course will be a valuable asset in beginning or furthering your career in Motorcycle/ATV Repair.

There are three exit levels in the Motorcycle/ATV Repair program. They are:

<u>Motorcycle/ATV Mechanic Assistant</u>	1 trimester (432 hours)	Certificate
<u>Motorcycle/ATV Repair Mechanic</u>	2 trimesters (864)	Certificate
<u>Motorcycle/ATV Technician</u>	3 trimesters (1296 hours)	Diploma

The Motorcycle/ATV Mechanic Assistant will be introduced to the basic function, theory, and operation of engines and related systems used in today's motorcycles and ATVs. The systems covered will include ignitions, fuel, and electrical. The trainee will learn by "hands-on" the proper use of fasteners, hand tools, shop equipment, and shop manuals. They will be equipped with the basics needed to begin servicing motorcycles and ATVs, and assisting in their repair.

The Motorcycle/ATV Repair Mechanic will go into much deeper detail than the assistant by learning how the various systems work, and more importantly, how to repair and restore them to working condition. Systems covered will expand into lubrication, cooling, exhaust, transmissions, suspensions, wheels, tires, brakes, and accessories.

The Motorcycle/ATV Technician will be able to properly diagnose and repair motorcycles and ATVs using modern test equipment, hand tools, special tools, special equipment, precision measuring tools and use of service manuals and service specifications. Full engine reconditioning will be covered as well as tune-ups and general service. The trainee will be equipped to enter the repair field with the basic business aspect of repair shop operations.

# OUTDOOR POWER EQUIPMENT

The mission of the Outdoor Power Equipment Repair program is to prepare the trainee for entry into the vital repair and service aspect of this growing power equipment industry. It is designed to meet the needs of both the trainee and their potential employer by equipping the student with the skills, knowledge, and confidence to enter this field.

The aim of this course is to provide trainees with a thorough understanding of the methods of servicing and repairing outdoor power equipment. Training also includes learning to make a proper diagnosis using test equipment, hand tools, special equipment, precision measuring tools, service manuals, and specifications

<b>Outdoor Power Equipment Mechanic Assistant</b>	<b>432 hours</b>	<b>Certificate</b>
<b>Outdoor Power Equipment Repair Mechanic</b>	<b>864 hours</b>	<b>Certificate</b>
<b>Outdoor Power Equipment Technician</b>	<b>1296 hours</b>	<b>Diploma</b>

**Outdoor Power Equipment Mechanic Assistant**-Students receive instruction in worker characteristics, shop safety, introduction to outdoor power equipment, tools and equipment usage, precision measuring, hardware and fasteners, diagnostic and troubleshooting procedures, basic electrical principles, 2-Stroke and 4-Stroke engine theory and fuel systems

**Outdoor Power Equipment Repair Mechanic**- Student build on first trimester work and increase their knowledge in battery and charging systems, ignition system, lubrication system, cooling system, exhaust system, transmission and drive train system, tire service and repair and brake systems.

**Outdoor Power Equipment Technician**- Students round out their training with work in chassis systems, starter systems, engine, clutch, and drive systems disassembly, 2-Stroke engine reconditioning, 4-Stroke engine reconditioning, clutch and drive systems, care, maintenance, and general service as well as parts management and recordkeeping.

# PRACTICAL NURSING

The mission of the Practical Nursing program is to provide students with the knowledge and skill to enable them to become successful members of today's health care workforce. Students will be prepared for lifelong learning in order to meet the ever-changing challenges of the community and the state.

Practical Nursing is a formal-planned program of instruction which prepares the motivated person to assume his/her role as a licensed practical nurse. This is achieved through selected learning experiences progressing from the simple to complex, correlating theory with practice under the guidance of qualified faculty. The program consists of 696 hours of classroom and laboratory time and 600 hours of clinical practice. After completion of the program, graduates are eligible to take the Practical Nursing licensing examination which is now computerized and given throughout the year. This examination is required before graduates can begin working as a Licensed Practical Nurse.

Practical nurses are integral members of the health team. They possess the basic skills and understanding necessary to safely care for persons in situations relatively free from scientific complexity and to assist the registered nurse, doctor, or dentist in more complex situations. Practical nurses work in hospitals, nursing homes, home health agencies, doctors' offices and in industrial nursing.

There are two exit levels in the Practical Nursing program:

<u>Nurse Aid</u>	1 trimester (432 hours)	Certificate
<u>Practical Nurse</u>	3 trimesters (1296 hours)	Diploma

The Tennessee College of Applied Technology - Paris also offers a part-time evening program that takes 20 months to complete (Paris campus only). In addition, TCAT-P operates two off-campus LPN sites that are full-time day classes. The off-campus sites are located as follows:

1. Weakley County College for Adult and Continuing Education  
8250 Hwy 22  
Dresden, TN 38225
2. Benton County Governmental Building  
152 North Forrest Avenue  
Camden, TN 38320

## RESIDENTIAL BUILDING MAINTENANCE

The mission of the Residential Building Maintenance program is to prepare students to apply technical knowledge and skills to keep a building functioning and to service a variety of structures. Building maintenance workers have opportunities for employment in the repair/maintenance of residential and commercial buildings such as homes, apartments, schools, or government buildings.

The objective of the course is to provide instruction in the basic maintenance and repair skills required to service building systems such as air conditioning, heating, plumbing, and electrical systems. Students will gain hands-on experience in electrical quantities, basic circuits, AC/DC theory, instruments/measurements, and blueprints. They will gain experience with plumbing, pipes and fittings, fixtures and faucets drainage, waste and vent systems, water distribution and supply systems as well as waste disposal. They will also gain experience in troubleshooting gas/electrical/oil heating units. Basic carpentry will be explored as well.

There are five exit levels for this program:

<b><u>Residential Electrician Helper</u></b>	<b>1 trimester (432 hours)</b>	<b>Certificate</b>
<b><u>Residential Plumber Helper</u></b>	<b>1 trimester (432 hours)</b>	<b>Certificate</b>
<b><u>Carpenter Helper</u></b>	<b>1 trimester (432 hours)</b>	<b>Certificate</b>
<b><u>Residential Electrician/Plumber</u></b>	<b>2 trimesters (864 hours)</b>	<b>Certificate</b>
<b><u>Residential Maintenance Technician</u></b>	<b>3 trimesters (1296 hours)</b>	<b>Diploma</b>

**Residential Electrician Helper** – Students receive instruction in electrical fundamentals, symbols, and outlets, conductor sizes and types, device wiring. Other courses studied include electrical math, as well as blueprints and specifications.

**Residential Plumber Helper** – Students receive instruction in plumbing maintenance and repair as well as installing water supply and water systems and plumbing fixtures. Other courses studied include math, legends, symbols and drawings.

**Carpenter Helper** – Students receive instruction in basic carpentry repair, energy conservation and weatherization, basic framing, as well as sheetrock installation and repair. Other courses studied include construction materials, safety, and power/hand tools.

**Residential Electrician/Plumber** – Students receive instruction in both electrical and plumbing fundamentals. These include electrical symbols and outlets, conductor sizes and types, device wiring. Additionally, students receive instruction in plumbing maintenance and repair as well as installing water supply and waste systems and plumbing fixtures. Other courses studied include electrical math, as well as blueprints, specifications, legends, symbols and drawings.

**Residential Maintenance Technician** – Students build on the curriculum for the plumbing, electrical and HVAC certificates listed above to earn the diploma.



## **WELDING TECHNOLOGY**

**The mission of the Welding program is to prepare the student for entry into the labor market as a beginning metal worker. The course seeks to equip the student with the skills, attitudes, and work habits needed by those who successfully complete and enter into the labor market.**

**There are three exit levels in the Welding Technology Program.**

<b>Shielded Metal Arc Welder</b>	<b>1 trimester (432 hours)</b>	<b>Certificate</b>
<b>Gas Metal Arc Welder</b>	<b>2 trimesters (864 hours)</b>	<b>Certificate</b>
<b>Welder</b>	<b>3 trimesters (1296 hours)</b>	<b>Diploma</b>

**The Shielded Metal Arc Welder is an area where the student will be introduced to acceptable industry standards using stringer, t-joint, lap and v-groove welds. The student will demonstrate proper techniques to complete industry acceptable standards on different types of weld bend tests. The student will be introduced to acceptable standards for pipe welds and pipe weld bend tests.**

**The Gas Metal Arc Welder is an area where the student will be introduced to the proper set-up of metal arc and oxy-acetylene equipment. Students will learn various types of welds to be used on mild steel and sheet metal in overhead, vertical, and horizontal positions. Students will also be able to demonstrate the ability to braze and solder in different positions.**

**The Welder is an area where the student will become familiar with the proper set-up of gas tungsten arc welding equipment. Students will perform various types of welds on mild steel in overhead, vertical, and horizontal positions. Students will demonstrate the ability to complete acceptable standards of welds on stainless steel and stainless steel pipe in different positions. Students will also demonstrate the ability to perform acceptable types of welds on aluminum in different positions.**

## **SUPPLEMENTAL & SPECIAL INDUSTRY TRAINING**

**“Special industry training,” as offered by the Tennessee College of Applied Technology - Paris, is a term applied to training in specific subjects offered for a specific business. The word “industry” actually means a field of business types, not necessarily manufacturing only, as it is often interpreted. Therefore, it is available for any type of business group, whether service, health care, financial, or any other, as well as manufacturing.**

**TCAT - Paris has full-time programs for full-time students in eleven areas of technical subjects. However, it is difficult to attend full-time programs while working full- time. Sometimes currently employed people need to learn new skills or enhance their existing skills.**

**When a company sees a training need, the TCAT - Paris is available to offer training at times that will not interfere with working hours. Most training is offered in blocks of 15 to 20 hours of classroom time, meeting two or three hours per week, for as many weeks as is necessary.**

# APPENDIX A

## FINANCIAL AID

### WHAT IS FINANCIAL AID?

Financial aid is the assistance available from the government to help students with the cost of education. There are various sources of aid such as: Pell Grants, Supplementary Education Grants, College Workstudy, Wilder-Naifeh Technical Skills Grant, TSAC, WIA, WEI, TRA, TAA, Voc-Rehab, and Veterans Administration Assistance.

### WHAT ARE MY RIGHTS AND RESPONSIBILITIES?

#### Student Rights

1. You have the right to know what financial aid programs are available at the Tennessee College of Applied Technology - Paris.
2. You have the right to know the criteria for continued eligibility in each program.
3. You have the right to know the criteria for determining that you are in good standing and maintaining satisfactory progress in your course of study and how a student who has failed to make satisfactory progress may regain eligibility.
4. You have the right to know the means by which payment of awards will be made and the frequency of such payments.
5. You have the right to know the conditions and terms applicable to employment.
6. You have the right to appeal to the Financial Aid Committee any decisions made by the Director of Financial Aid.
7. You have the right to know the procedure for applying for aid, what forms are required, eligibility requirements for each of the programs, criteria for selecting recipients, and the criteria for determining the amount of your award.
8. You have the right to know the costs of attending the Tennessee College of Applied Technology -Paris.
9. You have the right to know your school's refund policy.

#### Student Responsibilities

1. You must submit all applications accurately and on time.

2. **You must report accurate information. Misreporting, in most instances, is a violation of the law and considered a criminal offense punishable by fine or imprisonment.**
3. **You must furnish all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office, the U.S. Office of Education, or the agency to whom you submitted your application.**
4. **You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.**
5. **You must accept responsibility for fulfilling the obligations of all agreements that you sign.**
6. **You must be aware and comply with the deadlines for application or reapplication for aid.**
7. **You are responsible for understanding the criteria for determining that a student is in good standing, and for fulfilling the requirements for maintaining satisfactory progress.**
8. **You are responsible for advising the Financial Aid Office if you change from full to half time or half to full time in any 72 day period in which you are receiving financial aid.**
9. **You are responsible for reporting to the Financial Aid Office to sign for receipt of financial aid.**
10. **You are responsible for reporting to the Financial Aid Office for an exit interview prior to your actual graduation from the school.**
11. **You are responsible for advising the Financial Aid Office of your attendance at any other post-secondary school.**
12. **In order to be eligible for most federal aid programs, you must not owe a refund on a previously awarded grant or be in default on payments for educational loans in repayment status.**
13. **In order to be eligible for most federal aid programs, you must have a high school diploma, GED or HSE.**

#### **WHAT TYPES OF PROGRAMS MAY BE INCLUDED IN THE AWARDS?**

\* **Grants** are gift aid and do not have to be repaid. Eligibility is based on need.

## **WHAT IS NEED?**

Need is the difference between a family's contribution for technology school and the total expenses of attending technology school. A student's need is calculated by subtracting the total family resources from the total expenses for attending school.

## **WHO DETERMINES HOW MUCH I CAN PAY?**

The amount you can afford to pay is determined by a Needs Analysis and the Financial Aid Office, according to federal guidelines.

## **WHAT IS A NEEDS ANALYSIS?**

A Needs Analysis is a consistent systematic method of measuring the ability of your family to pay for educational costs and your eligibility to receive funds from federal and state programs.

It determines the ability, not the willingness, of you and your family to finance your education.

In determining how much you and your family can contribute, a number of factors are considered.

Needs Analysis includes:

- Income of Parent
- Assets of Parent
- Assets of Student
- Income of Student
- Non-Taxable Income
- Family Members in College
- Unusual Expenses

The Tennessee College of Applied Technology - Paris requires the "Needs Analysis" provided by the U.S. Office of Education in the Institutional Student Information Report (ISIR). This document may be obtained by correctly marking and submitting an application for Federal Student Aid.

## **WHAT IS A STUDENT AID REPORT?**

The Student Aid Report indicates the student's eligibility for a Federal Pell Grant and provides information for analyzing need so that a student's aid package can be determined.

## **WHAT IS THE COST OF ATTENDING THE TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - PARIS?**

Students who attend the Tennessee College of Applied Technology - Paris find that expenses are moderate. Even so, financial planning for technology Colleges should begin as early as possible, comparing the basic costs of attending with your own financial situations. Be sure to keep in mind that the cost of attending technical colleges includes cost of books, room and board, travel, medical and dental expenses, in addition to other miscellaneous expenses.

### **BUDGETS:**

A budget chart is prepared each school year and is available for viewing in the Financial Aid Office and on the student's portal.

### **TYPES OF FINANCIAL AID:**

This Tennessee College of Applied Technology - Paris Handbook is designed to be supplemented by the most current **THE STUDENT GUIDE: FIVE FEDERAL FINANCIAL AID PROGRAMS**. If you do not have a copy of this document, you may obtain one from your high school guidance counselor or from the Tennessee College of Applied Technology Financial Aid Office.

The TCAT- Paris participates in two of the federal programs. The following comments are to add to the information found in **THE STUDENT GUIDE** and to make specific comments on these programs at the Paris school.

### **FEDERAL PELL GRANT**

All eligible students receive this aid at the college. The maximum grant is determined by your previous year's income tax return. Students with higher Student Aid Index numbers receive less aid. Half-time students receive half this amount.

The Federal Pell Grant Award year is from July 1st to June 30th. Usually students receive three grant checks within this period.

Please read **THE STUDENT GUIDE** for more specific information on the Federal Pell Grant.

### **WILDER-NAIFEH TECHNICAL SKILLS GRANT (WNTSG)**

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.

#### **Eligibility**

- Must be a Tennessee resident one year prior to enrollment. State residency is determined using TBR promulgated rules; TBR Rules 0240-202.

- **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 GED/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 or diploma program with the Wilder-Naifeh TSG.**

**NOTE: Students may enroll as full-time or part-time. There is no age or income limit for eligibility. A student with a bachelor's degree may be eligible to receive the WNTSG.**

#### **Retention of Wilder-Naifeh TSG –**

- **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 standard used for Title IV purposes. Students must meet grade and attendance requirements.**
- **May receive the WNTSG for all coursework required for completion of the certificate or diploma program.**
- **Maximum timeframe of five years from first disbursement.**

**If a WNTSG recipient fails to complete a term for any reason, the institution must determine if a refund is due to the Wilder-Naifeh Technical Skills Grant program.**

**If the WNTSG recipient is also a Title IV funds recipient, the Return of Title IV funds calculation and federal regulations must be applied first. The institutional refund policy for fees and books will be applied next.**

**If the student owes a refund to the WNTSG, the school will notify the student of their obligation to return the funds. The school will notify TSAC by completing an e\*Grands adjustment roster. The school must return the funds to TSAC within 30 days of discovering the error. The school is then responsible for collecting the repayment from the student. The student will be ineligible to receive any additional funds administered by TSAC until the refund is paid.**

#### **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. 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 TCATs –**

**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 (grades and attendance) 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.**

### **TIME FRAMES FOR PROGRAM COMPLETION**

**In order to assure that a student completes his/her diploma within a reasonable period of time, time frames for completion are established. Students may NOT receive federal financial aid beyond the length of the program.**



## **CHANGE OF PROGRAM**

A student may make two program changes and still be eligible to receive financial aid. At each program change, the student will establish a new time frame for completion of the program.

### **Leave of Absence (LOA) –**

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. An LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student, serious 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 LOA will not be granted for less than 9% 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 –**

Member 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 are allowed for appeals:

1. Denial of Reinstatement of Eligibility due to lack of Satisfactory Academic Progress
2. Denial of a Change in Status request
3. Denial of a Leave of Absence request
4. Denial of Reinstatement of Eligibility after a Change in Grade
5. Denial of Reinstatement of Eligibility after the Grade for an Incomplete Course is reported

The IRP will be designated by the institution administrator and may be composed of, but not limited to, the following: two faculty members, two students, one administrator and one support staff. An alternate will be designated for 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

\*\*\*\*\*

## SATISFACTORY PROGRESS POLICY

Any student who receives financial aid from any Title IV program (FPELL, FSEOG, FGSL) must have an employment objective and be working toward a certificate or diploma in a chosen program area. In addition, students must be making satisfactory progress toward completion of their program in order to receive financial aid. Satisfactory progress means that the student is proceeding on pace toward completion of a training program. The following policy will be utilized to insure that students are making satisfactory progress toward a level of certification.

**A. To make satisfactory progress, a student must:**

- 1. Maintain at least a "C" average for each trimester.**
- 2. Must complete 67 percent of cumulative scheduled hours (pace of completion). For example, the student must have completed 67 percent of the customary course work for the scheduled curriculum in that payment period. All periods of enrollment for a student's program will be included in determining the cumulative schedule hours used for Satisfactory Academic Progress (SAP), regardless of receipt of Title IV aid for the prior enrollments.**
- 3. Must be in attendance 90.25 percent of their scheduled hours. For a student enrolled in a one-year (1296 hour) program, the evaluation will occur at 648 hours, or half way through the program. They will have to be in attendance 585 hours in order to be making SAP.**

**B. Satisfactory progress will be evaluated using the Student Transcript at the expected end of a student's payment period. For example, this is evaluated at 648 hours in a one-year program. If the student fails to make satisfactory progress (grades, attendance, and weeks of enrollment), 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. Once the student successfully completes the hours, weeks and grades for the previous payment period, their Financial Aid will continue.**

**A student may not appeal the loss of financial aid due to unsatisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.**

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

**Note: There is no appeal for loss of financial aid due to unsatisfactory progress. Students may request a Leave of Absence for rare and unusual circumstances prior to terminating in order to retain eligibility for Wilder-Naifeh upon re-enrollment.**

## IS THERE A REFUND POLICY?

Any cash that is disbursed to a student for a payment period under any Title IV program other than the FGSL becomes an overpayment if before the first day of classes of that payment period, the student officially withdraws, drops out, is expelled, or if the student never attends class during a trimester. Therefore, the student must repay 100% of funds received.

### RETURN OF TITLE IV AID POLICY

Effective July 1, 2000, Return of Title IV Funds calculations apply for any student who:

- withdraws before completing 60% of the hours scheduled for the enrollment period, and
- received or could have received a disbursement of Title IV Funds (Pell Grant, SEOG grant, 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.

- TSAA awards are *not* included in any Return of Title IV calculation.

### Return of Title IV Funds Calculation

Below are the steps to follow to calculate a student's Return of Title IV funds. The TTC Financial Aid Committee recommends use of either the computer calculation worksheet developed by the Committee, the Department of Education Return of Title IV Funds on the web product, or the Department of Education Return of Title IV worksheets.

**STEP 1. Determine amount of Title IV Aid disbursed or that could have been disbursed**

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

**STEP 2. Determine the percentage of Title IV Aid earned by the student**

*Note: Round to three decimal places when calculating percentages.*

*Example: .4486 would be .449 or 44.9%*

Divide the clock hours scheduled to have been completed as of the last day of attendance (withdrawal date) in the period of enrollment by the total clock hours in the payment period. *Excused absences do NOT count as completed hours.*

If this percentage is greater than 60%, the student has earned 100% of the Title IV aid so proceed to Step 3.

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

**STEP 3. Determine the amount of Title IV Aid earned**

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

**STEP 4. Determine the amount of Title IV Aid to be disbursed or returned**

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

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

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

**STEP 5. Determine the amount of Title IV Aid to be returned by the school**

**Multiply the institutional charges for the period of enrollment times the percentage of aid unearned (100% - % from Step 3). The school is responsible to return the lesser of the amount determined in Step 4 or Step 5.**

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

**STEP 6. Return of funds by the school**

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

- 1. Unsubsidized FFEL Stafford Loan**
- 2. Subsidized FFEL Stafford Loan**
- 3. FFEL PLUS Loans**
- 4. Pell Grant**
- 5. FSEOG**

**The TCAT's are not approved to participate in the Perkins Loan, FFEL GRAD/PLUS Loan, Academic Competitiveness Grant, or the National SMART Grant; therefore, they have been omitted from the above list.**

**STEP 7. Determine the initial amount of Title IV Aid to be returned by the student**

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

**STEP 8. Determine the amount to be returned by the student to Title IV loans**

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

**STEP 9. Determine the amount of Title IV Grant Funds to be returned by the student**

- 1. Initial amount of Title IV Grant for student to return:  
Subtract amount from Step 8 from the amount in Step 7.**
- 2. Amount of Title IV Grant protection:  
Multiply the total Title IV grant aid that was disbursed or could have been disbursed for the period of enrollment by 50%.**
- 3. Title IV grant funds for student to return:  
Subtract the protected amount of Title IV grants from the initial amount of Title IV grants for the student to return.**

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

- 1. Pell Grant**
- 2. FSEOG**

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

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

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

**In most instances when a student has charged their maintenance and technology fees to their Federal Pell Grant and withdraws prior to completing 60% of their scheduled hours for the period of enrollment, the amount of Federal Pell Grant earned by the student will not cover the**

amount of maintenance and technology access fees earned by the school. This will occur when the TBR policy determines that the school has earned a larger percentage of the fees than the Return of Title IV Funds calculation.

In these instances, the school may require payment of the difference from the student. A “HOLD” may be placed on the student’s account until full payment or satisfactory repayment arrangements are made with the school. The student may not be allowed to register for class or receive official copies of transcripts until the outstanding balance on their account is paid.

## **RETURN OF TITLE IV NOTIFICATION REQUIREMENTS AND DEADLINES**

### **Post Withdrawal Disbursements**

**Notify the Student** – The school shall notify the student in writing of their eligibility for a post-withdrawal disbursement within *30 days* of the date the school determined the student withdrew.

**Student’s Responsibility** – Within *14 days* of the date the school sends the eligibility Notification to the student, the student must provide a response instructing the school to make the post-withdrawal disbursement.

If the student responds after the 14 day period, it is up to the school to decide if they will make the post-withdrawal disbursement. The school must notify the student of its decision on the request for the post-withdrawal disbursement.

**School’s Responsibility** – The school must issue the post-withdrawal disbursement to the student within *90 days* of the date the school determined that the student withdrew.

### **Return of Unearned Title IV Aid**

**School’s Responsibility** – Any unearned Title IV funds for which the school is responsible must be returned within *30 days* after the date the school determined that the student withdrew.

The school has *30 days* from the date it determined the student withdrew to notify the student in writing of the amount of the overpayment that must be repaid.

**Student’s Responsibility** – The student has *45 days* to make payment in full or make satisfactory repayment arrangements. The school is not required to enter into a repayment arrangement with the student. If the school does enter into a repayment arrangement, the terms must provide for the complete payment of the overpayment within two (2) years of the date the school determined that the student withdrew. During this 45 day period, the student remains eligible for additional Title IV aid. A student will also remain eligible as long as they comply with the terms of the repayment arrangement.

## **BENEFIT PROGRAMS**

### **U.S. Department of Veterans Affairs GI Bill Benefits**

Veterans who were honorably discharged may be eligible to receive monthly educational benefits.

### **Veterans Disability (Vocational Rehabilitation)**

Veterans with service connected disabilities may be eligible to receive monthly educational benefits.

### **VA Dependents Educational Assistance**

Students between the ages of 18 and 26 whose parent is permanently or totally disabled or who dies as a result of service in the Armed Forces may be eligible to receive monthly educational benefits.

### **VA Pension Benefits**

War-orphan program whereby the surviving parent may receive educational benefits for their child's enrollment in an approved course until the child reaches the age of 23.

### **Deferment of Tuition and Fees**

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, may elect to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. 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.

### **Workforce Investment Opportunities Act (WIO A)**

Classroom training assistance is provided for eligible recipients who meet income and unemployment guidelines. Individual referrals to technology Colleges receive books and supplies and, in some cases, training allowances and/or transportation allowances.

### **Vocational Rehabilitation**

Eligible students with disabilities receive allowances dependent upon the student's demonstrated need.

### **Tennessee Opportunity Programs (TOPS)**

This program provides assistance to low income students who have performed farm-related work within the last two years.



## APPENDIX B

# Student Conduct Policy

## Disciplinary Offenses

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

1. **Threatening or Disruptive Conduct.** Any conduct, or attempted conduct, which poses a threat to the safety of others or where the student's behavior is disruptive of the institution's learning environment.
2. **Hazing.** Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
3. **Disorderly Conduct.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
4. **Obstruction of or Interference with institutional activities or facilities.** Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:
  - a. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,

- b. **Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution,**
  - c. **Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of an institution, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;**
5. **Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;**
  6. **Theft, Misappropriation, or Unauthorized Sale of Property;**
  7. **Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;**
  8. **Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons. (Refer to Guidance on Firearms on Campus, Exhibit #1);**
  9. **Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;**
  10. **Alcoholic Beverages. The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution**

owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;

11. **Drugs.** The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property;
12. **Drug Paraphernalia.** The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;
13. **Public Intoxication.** Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;
14. **Gambling.** Unlawful gambling in any form;
15. **Financial Irresponsibility.** Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;
16. **Unacceptable Conduct in Disciplinary Proceedings.** Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;
17. **Failure to Cooperate with Institutional Officials.** Failure to comply with directions of institutional officials acting in the performance of their duties;

18. **Violation of General Policies.** Any violation of the general policies of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
19. **Attempts, Aiding and Abetting.** Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;
20. **Violations of State or Federal Laws.** Any conviction of violation of state or federal laws or regulations proscribing conduct or establishing offenses, if a student's violation of such laws or regulations also adversely affects the institutions' pursuit of its educational objectives;
21. **Violation of Imposed Disciplinary Sanctions.** Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;
22. **Sexual Misconduct.** Committing any act of sexual misconduct as defined by TBR Policy 6:03:00:00;
23. **Harassment or Retaliation.** Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 6:01:00:00, 6:02:00:00, and TBR Guideline P-080;
24. **Academic Misconduct.** Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
  - a. **Plagiarism.** The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,

- b. **Cheating.** Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
  - c. **Fabrication.** Unauthorized falsification or invention of any information or citation in an academic exercise.
25. **Unauthorized Duplication or Possession of Keys.** Making, causing to be made or the possession of, with the intent to use or make available for use by others, any key for an institutional facility without proper authorization;
26. **Litter.** Dispersing litter in any form onto the grounds or facilities of the campus;
27. **Pornography.** Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
28. **Abuse of Computer Resources and Facilities.** Misusing and/or abusing campus computer resources including, but not limited to the following:
- a. Use of another person’s identification to gain access to institutional computer resources,
  - b. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
  - c. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
  - d. Unauthorized transfer of a computer or network file,
  - e. Use of computing resources and facilities to send abusive or obscene correspondence,
  - f. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,

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

29. **Unauthorized Access to Institutional Facilities and/or Grounds.** Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
30. **Providing False Information.** Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;
31. **Unauthorized Surveillance.** Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
32. **Smoking Violations.** Violation of any TBR and/or institutional smoking or other tobacco use rules or policies. (TCAT Paris policy on Tobacco Use on Page 15 of this handbook.)

- B. Disciplinary action may be taken against a student for violations of the foregoing policies which occur at or in association with enrollment at an institution governed by the State Board of Regents for any academic period.

- C. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters.**
- D. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the student leaves the institution, including after the awarding of a degree, is actionable under these provisions and may result in the retroactive application of a disciplinary sanction.**
- E. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.**

#### **Academic and Classroom Misconduct**

- F. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates general rules and policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.**
- G. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.**

- H. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.**
- I. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others.**



## APPENDIX C

### DISCIPLINARY SANCTIONS

Disciplinary sanction may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.

Definition of sanctions according to TBR General Policy on Student Conduct & Disciplinary Sanction:3:02:00:01:

**Restitution** - A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

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

**Reprimand** - A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the institutional community, but that any further violation may result in more serious penalties.

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

**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.

**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.

**Fines**-Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be

imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action.

**Restriction** - A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.

**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.

**Suspension** - If a student is suspended, he/she is separated from the institution for a stated period of time with conditions of re-admission stated in the notice of suspension.

**Expulsion** - Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's re-admission to the institution.

#### **Revocation of Admission, Degree, or Credential-**

**Interim or summary suspension** - Though as a general rule, the status of a student accused of violations of these 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 institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of the institutional community or its guest, 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 any disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

The President is authorized, at his discretion, to subsequently convert and sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

## **APPENDIX D**

### **DUE PROCESS**

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

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

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

### **GRIEVANCE PROCEDURE**

**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.**

#### **Grievance Process**

**It is the philosophy of the TCAT-P 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 discussions, the student may file a written complaint with the Student Services Office. The Student Services Coordinator will meet with the student, investigate the complaint, consult other TCAT personnel or students as needed, determine an appropriate resolution, and notify the student, in writing, of the outcome.**

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

**Time periods may be extended only by mutual agreement of the parties involved.**

**ALL STUDENTS HAVE THE RIGHT TO APPEAL AND TO DUE PROCESS AS OUTLINED IN THE STUDENT HANDBOOK.**

**Requests for additional information on policies, standards or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:**

**Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30346  
1-800-917-2081  
Phone: (770) 396-3898  
Fax: (770) 396-3790**

## **APPENDIX E**

# **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - PARIS**

**Governed By:  
TENNESSEE BOARD OF REGENTS**

**Flora Tydings  
Chancellor**

### **The Tennessee Board of Regents**

**The Honorable Bill Lee, Governor of Tennessee**

**Emily J. Reynolds, Vice-Chair**

**Yolanda S. Greene**

**Dannie B. Varlan**

**Miles A. Burdine**

**MaryLou Apple**

**Barbara U. Prescott**

**Leigh A. Shockley**

**Robert Pepper-Faculty Regent**

**Greg Duckett**

**Emily Dollar-Student Regent**

**Joey Hatch**

**Kenneth Goldsmith-Faculty Regent**

**Tom Griscom**

**Mike Krause**

**Penny Schwinn**

**Charles Hatcher**

**Thomas A.H.White**

**Mark Gill**

**TENNESSEE COLLEGE of APPLIED TECHNOLOGY  
PARIS, TENNESSEE**

**FULL-TIME/PART-TIME STAFF ROSTER**

**INSTITUTIONAL SUPPORT**

**DEGREE/COLLEGE/INSTITUTION**

<b>Bradley W. White</b>	<b>President</b>	<b>Ed.D.+ (University of Memphis)</b>
<b>Willie Huffman</b>	<b>Assistant Director</b>	<b>MS (Austin Peay State University)</b>
<b>Lorie Goodgine</b>	<b>Coordinator of Financial Services</b>	<b>MA (Austin Peay State University)</b>
<b>Sherry Wilson</b>	<b>Office Manager II</b>	<b>Associate+ (Jackson State Community College)</b>
<b>Nikki Sanders</b>	<b>Account Clerk II</b>	<b>Diploma (TCAT-Paris)</b>
<b>Angela Lemonds</b>	<b>Receptionist</b>	<b>HS</b>

**STUDENT SERVICES**

<b>Jan Latimer</b>	<b>Student Services Coordinator</b>	<b>Ed.D. (East Tennessee State University)</b>
<b>Tonia Gallimore</b>	<b>Financial Aid Officer</b>	<b>BS (Bethel University)</b>
<b>Pam Bigham</b>	<b>Student Records Coordinator</b>	<b>Associate+ (Murray State University)</b>

**MAINTENANCE AND SECURITY**

<b>Kila Palmer</b>	<b>Maint./Utility Worker II</b>	<b>Diploma (TCAT-McKenzie)</b>
<b>Hunter Smith</b>	<b>Maintenance Worker</b>	<b>Diploma (TCAT-Paris)</b>

## FULL-TIME AND PART-TIME INSTRUCTIONAL STAFF

Jill Kirk	PN Director	RN, BSN
Donnie Carson	Collision Repair Technology	HS+
Victoria Pullen	Administrative Office Technology	Diploma (TCAT-Paris)
Joseph Jones	I/T-Info. Systems Mgmt. Technology	Diploma, A+ Certified (TCAT-Paris)
Yaritza Pagin	Information Systems Mgmt. Technology	Diploma, A+ Certified (TCAT-McKenzie)
Cecilia Casey	Cosmetology	Diploma + (TCAT-Paris)
Reda Cunningham	Cosmetology	BS + (Bethel University, Arnold's School of Cosmetology/TCAT-P)
Jessica Sanders	Cosmetology	Diploma+ (Nestles School of Cosmetology/ TCAT-Paris)
Donald Drinkard	Health Info. Management Technology/ Administrative Office Technology	BS+ (Troy University)
Franklin Holcomb	Industrial Maintenance	MS (University of Memphis)
Jimmy Vandyke	Industrial Maintenance/ Residential Building Maintenance	Diploma (TCAT-Paris)
Carlton Holland	Machine Tool Technology	Diploma+ (TCAT-Paris)
Chris Grissom	Motorcycle/ATV Repair Technology Outdoor Power Equipment	Diploma+ (TCAT-Paris)
Shante Foster	Practical Nursing	RN (Jackson State Community College)
GeNan Pendergrass	Practical Nursing	RN, BSN (Murray State University)
Chrystal Pillow	Practical Nursing	RN (Jackson State Community College)
Cheryl Webb	Practical Nursing	RN (Jackson State Community College)
Dawn Gardner	Practical Nursing	RN (Jackson State Community College)

<b>Mickey Thurmond</b>	<b>Residential Building Maintenance</b>	<b>Diploma+ (TCAT-Paris)</b>
<b>Beth Weatherford</b>	<b>Technology Foundations</b>	<b>MS Cumberland University</b>
<b>Ben Bomar</b>	<b>Welding</b>	<b>Certificate (TCAT-Paris)</b>
<b>Ryan Lee</b>	<b>Welding</b>	<b>Diploma (TCAT-McKenzie)</b>

### **GENERAL AND OCCUPATIONAL ADVISORY COMMITTEES**

**The General Advisory Committee plays an important role in the school by providing information and making recommendations which may assist the administrative staff in making decisions favorable to the effective operation of the school. The school also utilizes occupational advisory committees which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas.**