

# STUDENT HANDBOOK

## Tennessee College of Applied Technology

910 Miller Avenue  
Crossville, Tennessee 38555  
**931-484-7502**  
**877-811-7502**  
**www.tcatcrossville.edu**

### Office Hours:

7:30 a.m. to 6:00 p.m. Monday through Thursday and  
7:30 a.m. to 4:00 p.m. Friday

### Counseling Hours:

7:30 a.m. to 4:00 p.m. Monday, Tuesday, Thursday, Friday and  
7:30 a.m. to 7:00 p.m. Wednesday

### Governed By:

**Tennessee Board of Regents**  
**1 Bridgestone Park, 3<sup>rd</sup> Floor**  
**Nashville, TN 37214**

### Accredited Member:

**Council on Occupational Education**  
**41 Perimeter East, NE, Suite 640**  
**Atlanta, GA 30346**  
**707-396-3898**  
**800-917-2081**

**The Surgical Technology Program is accredited through the  
Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

**1361 Park Street**  
**Clearwater, FL 33756**  
**Phone: 727-210-2350**  
**Fax: 727-210-2354**  
**[www.caahep.org](http://www.caahep.org)**

**AA – EEO – ADA Training Establishment.** For questions or further information regarding special populations, please contact Alison Nunley at (931) 484-7502 Ext. 126 or [alison.nunley@tcatcrossville.edu](mailto:alison.nunley@tcatcrossville.edu). Tennessee College of Applied Technology Crossville, does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual conduct, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by the Board TBR Policy Guideline P-080. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President, 910 Miller Avenue, Crossville, TN 38555, 931-484-7502 or [discrimination@tcatcrossville.edu](mailto:discrimination@tcatcrossville.edu) or [jifeix@tcatcrossville.edu](mailto:jifeix@tcatcrossville.edu).

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## Tennessee Board of Regents Staff

Flora Tydings	Chancellor
James King	Executive Vice Chancellor
Chelle Travis	Associate Vice Chancellor Student Success

## Tennessee College of Applied Technology Staff

### Administrative and Support

Cliff Wightman	President
Stacy Johnson	Vice President
Kim Glass	Personnel Records Coordinator
Kara Vanhoy	Career Coordinator
Cindy Phillips	Account Clerk – Night School
Debby Rupe	Secretary – Business Office
Cinthya Pulido	Administrative Assistant
John Tripp	Maintenance & IT Information Technology

### Student Services

Jena DeMars	Student Success Coordinator
Alison Nunley	Financial Aid Coordinator
Tammie McCloud	Financial Aid Assistant
Cindy Lowe	Admissions/Student Records

## Instructional

Program	Faculty	Education
Administrative Office Technology	Wanda Reid	MPS, TTU
Automotive Technology	Tony Davis	TCAT
Building Construction Technology	Richard Smith	TCAT
Collision Repair Technology	Travis Hurd	TCAT
Computer Information Technology	Betty Parker	TCAT, AAS, RSCC
Diesel Power Equipment	Steve Martin	TCAT
Electronics Technology	William Bruce	TCAT
Hybrid Electric Vehicle	Lisa Hartigan	TCAT, BS, UI
HVAC/R Technology	Bobby Wyatt	BS, TTU
Industrial Electricity/Maintenance	Noel Pratt	TCAT
Industrial Electricity Modified	Jeremy Blackburn	TCAT, BS, TTU
Machine Tool Technology	Troy Hayes	TCAT
Practical Nursing	Greg Sherrill	BSN, MTSU
Practical Nursing	Rhonda Potter	BSN, TTU
Practical Nursing	Dana Ragle	MSN, KU
Practical Nursing	Patricia Roysdon	
Surgical Technology	Melissa Pelfrey	TCAT, AAS, NSCC, CST
Welding Technology	Rick Parmer	AWS Certified
Welding Technology Modified	Chris Palmer	TCAT

\*Minimum Employment Requirements - High School Diploma or GED plus 3 years' experience in the field beyond the normal training period. Instructors are required to successfully complete 30 semester hours of appropriate college credit within 7 years of employment.



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
CROSSVILLE

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### **Message from TCAT Crossville President:**

Welcome to the TCAT Crossville. We are pleased to have you as part of our family. Everyone here at the TCAT Crossville have one goal and that is to help you become more successful upon completing your training. We strive to constantly provide you with equipment and resources that are comparable with the given industry in which you are training for. Our instructors are skilled professionals and have extensive knowledge in their given areas, and our staff is solely focused on your success. As a product of this school I can without a doubt say it was the most beneficial education I have ever received. I do ask that you do your part and be attentive, focused and have a sincere desire to learn while you are here. Those things combined with what we have to offer can be life changing for the better. I feel that if you did not have that mindset you would not be here to start with. Congratulations on taking this step to success and welcome to our TCAT family.

# TCAT - CROSSVILLE

## 2018-2019 ACADEMIC CALENDAR

### Fall 2018

Term Begins	September 4, Tuesday
Holiday	October 19 – Friday
Break	November 21 – 23, Wednesday – Friday
Term Ends	December 18, Tuesday
Break	December 19-31, Wednesday - Wednesday

### Spring 2019

Term Begins	January 3, Thursday
Holiday	January 21, Monday
Holiday	February 18, Monday
Break	March 11-15, Monday – Friday
Term Ends	April 23, Tuesday
Break	April 24 -30, Wednesday-Tuesday

### Summer 2019

Term Begins	May 1, Wednesday
Holiday	May 27, Monday
Break	June 24 – July 5, Monday – Friday
End of Term	August 23, Friday
Break	August 26 – September 2, Monday - Monday

### Fall 2019

Term Begins	September 3, Tuesday
Holiday	October 18, Friday
Holiday	November 11, Monday
Holiday/Break	November 20 – 22, Wednesday – Friday
Term Ends	December 18, Wednesday
Break	December 19 – 31, Thursday - Tuesday

A TENNESSEE BOARD OF REGENTS INSTITUTION

Tennessee College of Applied Technology Crossville, does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual conduct, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by the Board TBR Policy Guideline P-080. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President, 910 Miller Avenue, Crossville, TN 38555, 931-484-7502 or [discrimination@tcatcrossville.edu](mailto:discrimination@tcatcrossville.edu) or [fileix@tcattcrossville.edu](mailto:fileix@tcattcrossville.edu)

This calendar is subject to change at any time prior to or during a term due to emergencies or causes beyond the reasonable control of the school including severe weather, loss of utility services, or orders by federal or state agencies.

## ADMISSION REQUIREMENTS

Applicants may apply at any time. The admission requirements for the **Practical Nursing and Surgical Technology** programs are listed below the general admission procedures. Applicants must:

### **General Admission:**

1. Be 18 years of age or have successfully completed high school or have passed the high school equivalency test. **IMPORTANT:** If you have foreign transcripts you will need to provide an English translated version of your transcript and have your education evaluated through the National Association of Credential Evaluation Services (NACES). NACES can be found at: [www.naces.org](http://www.naces.org)
2. Complete admission packet and return it to the school.
3. Participate in pre-enrollment session. Applicants will be notified of date and time for the session. The session includes school tour, financial aid information, instructor conference, and enrollment counseling.
4. Have an occupational/vocational goal.

**Admission to the Practical Nursing and Surgical Technology programs** is open to all adults who meet the following criteria for enrollment:

1. Pass an entrance test.
2. Submit application packet during designated time. The application packets include Application (submit on-line) for Enrollment, high school (special education will not qualify) or high school equivalency transcript and immunization record with proof of 2 mmr (if born after 1957) and 2 varicella (if born after 1980) or exemptions. Also, nursing applicants must furnish three letters of recommendation, current physical, and additional immunizations which include hepatitis B series, current TB skin test and tetanus.
3. Participate in a General Information Session.
4. Furnish additional documents to include background check, proof of immunization, flu vaccine (clinical sight requirement), and physical examination. Surgical Tech and Practical Nursing students must pass a physical exam prior to the first day of class.
5. Interview with instructors upon request.

Applicants completing the above requirements are enrolled on a "first come, first serve" basis.

The Surgical Tech program requires students to complete 120 cases within the operating theatre with a minimum of five surgical specialty areas to graduate the program and be eligible to sit for the National Exam for Surgical Technologists.

**Warning!** *Prior convictions or probations may prevent clinical placement (a requirement of completion of the program) and gainful employment.*

**Admission to the Truck Driving Program is open to all adults age 21 and older:**

1. Submit a certified background and department of motor vehicle check thru TLD. Student must pass in order to start class.
2. Pass a pre-employment drug screening prior to the start of training. A positive drug screen result will result in dismissal/inability to continue in the program.

Submit Tennessee Driver License

## **NEW STUDENT ORIENTATION**

Students must attend student orientation to familiarize themselves with school policies and safety procedures. In some cases returning students may be exempt from orientation. Additionally, each program instructor conducts orientation specific to student's training area.

## **STUDENT EXPENSES**

Student expenses include trimester maintenance fees, technology access fee, student activity fees, textbooks, workbooks, printing and copying assignments, some tools and safety equipment, uniforms where required, paper and pencils or pens. Failure to have the required items at the proper time may result in being terminated from class.

## **STUDENT FEES**

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

### **Full-Time Student Fees**

Full-time students, whether residents or non-residents of Tennessee, must pay the maximum trimester maintenance fee. Students enrolled for less than a trimester will pay a prorated fee for that term based on the fee schedule. Fees must be paid before students are officially admitted to class. Thereafter, fees must be paid at the beginning of each term.

### **Part-Time Student Fees**

Students enrolling in short-term, part-time or supplemental programs (less than 432 hours) will be assessed fees based on hours enrolled. The fee is collected at registration.

**FEE SCHEDULES**

**Tennessee Colleges of Applied Technology  
Fee Schedule  
Effective Fall Trimester, 2018  
3.0%  
Increase**

**TRIMESTER SCHEDULE**

<b>TRI Hours</b>	<b>FY 18-19 Maintenance Fee</b>	<b>TRI SAF</b>	<b>TRI TAF</b>	<b>TRI TOTAL</b>
* 1 - 40	\$ 188.00	\$ 10.00	\$ 41.00	\$ 239.00
* 41-80	\$ 254.00	10.00	41.00	\$ 305.00
* 81-135	\$ 383.00	10.00	41.00	\$ 434.00
*136-217	\$ 666.00	10.00	67.00	\$ 743.00
218-340	\$ 1,076.00	10.00	67.00	\$ 1,153.00
341-432	\$ 1,204.00	10.00	67.00	\$ 1,281.00

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

**Special Academic Fees:**

Truck Driving	\$ 300.00	Per trimester
Licensed Practical Nursing	\$ 100.00	Per trimester
Welding Technology	\$ 100.00	Per trimester
Lineman Program	\$ 950.00	Per trimester

**Miscellaneous course fees:**

RODP CNA Lab Fee	\$ 75.00	Per trimester
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## REFUNDS OF MAINTENANCE FEES

A student may be eligible for a refund of maintenance fees for the following reasons:

1. A schedule change reduces the number of hours of enrollment.
2. Voluntary withdrawal from school.
3. Cancellation of a class by the school.
4. Death of a student.

### Calculation of Refund

Two refund calculations, State and Federal, are considered. Refunds are calculated automatically for students leaving school within the refund period. The refund check is mailed to the students or returned to the program paying the student's fees.

### **State Refund Policy**

1. Full Refund
  - a. 100% of the fees will be refunded for classes canceled by the school.
  - b. 100% of the fees will be refunded for drops or withdrawals prior to the first official day of class.
  - c. 100% of the fees will be refunded in the case of death of the student during the term.
2. Partial Refunds
  - a. A refund of 75% may be allowed if a program is dropped or the student withdraws within the first 10% of the class hours.
  - b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
  - c. No refunds will be permitted after 20% of the class hours have been completed.

**NOTE:** There will be no refund after the first official day of classes when the minimum fee is collected.

### **Return of Federal Funds**

If a student uses federal funds to pay tuition and fees and then leaves school without completing 60 percent of the payment period, the student must return a percentage of these funds. Students graduating or withdrawing from school should contact Student Services as part of the withdrawal process to determine if he/she must pay back any aid they have been awarded.

## **ENROLLMENT SCHEDULE**

Day students are enrolled throughout the year as openings occur. Practical Nursing and Surgical Technology must begin and end classes on a set schedule. TCAT – Crossville also offers modified classes. Hours will vary according to local needs. Some night classes are offered either one or two nights per week for three hours each session. However, some special industry classes may require different schedules.

## **CLOCK HOUR CREDIT**

All Tennessee College of Applied Technology training credit is recorded in clock hours. Students earn credit based on the number of clock hours they are in class. Some short-term programs may require as few as 4 hours to complete while others may take as many as 2160 clock hours for completion. Full-time students are enrolled 6 hours per day, five days each week for a total of 30 hours per week. Part-time students will need to contact student services to discuss schedule prior to enrollment. Special classes may require different schedules.

## **CLASS SCHEDULE**

All classes will begin promptly at the designated time. Class breaks and lunch periods will be strictly observed. The snack bar will be open and available to all students during lunch and break periods. The day school operates Monday through Friday throughout the year. Classes begin at 7:45 a.m. and are dismissed at 2:15 p.m. Evening full-time classes begin at 1:00 p.m. and are dismissed at 9:00 p.m. The clinical schedule for Practical Nursing and Surgical Technology differs from this schedule. Most evening supplemental begin at 6:00 p.m. and are dismissed at 9:00 p.m. However, there may be some exceptions for special classes. There is no bell system to designate the beginning and ending of classes.

## **HISTORY**

The Tennessee College of Applied Technology Crossville is one of 40 institutions in the Tennessee Board of Regents System, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of 6 universities, 13 community colleges and 27 technology centers.

The Tennessee College of Applied Technology Crossville was established in 1967 as the State Area Vocational Technical School, one of 27 Vo-Techs located across Tennessee. The state area schools were established as a state-wide system by an enactment of the Tennessee Legislature during the 1963 General Assembly. Construction of the first school began in 1964 and the system was completed in 1975. The Crossville School was the 18<sup>th</sup> school built.

In 2013, the Tennessee Legislature, realizing that training in the Tennessee Colleges of Applied Technology was becoming more technical, passed legislation changing our school's name to the Tennessee College of Applied Technology Crossville to better reflect the school's mission.

This center enrolled its first students in September, 1967. Six courses were available at that time—Auto Mechanics, Drafting, Electronics, Machine Shop, Office Occupations and Welding. The maximum enrollment capacity for those six programs was 120 students supported by a staff of 10 full-time employees.

The history of our school has been one of growth and expansion since the beginning. During the first five years, five additional full-time programs were added to the original six: Masonry, Carpentry, Practical Nursing, Air Conditioning & Refrigeration, and Electrical Wiring.

In addition to the eleven full-time programs offered during the day, an Evening School was started. A variety of programs were offered during the evening hours allowing those working during the day to train on a part-time basis. The initial Evening School served about 75 students taught by five part-time instructors. Today, the TCAT Crossville Evening School offers a variety of programs designed to meet the need of the communities it serves.

A new wing was built in 1975, as a result of the Comprehensive Vocational Education Act enacted by the State Legislature which provided nearly \$200 million for the construction of vocational-technical training facilities across the state. The goal was to provide training for at least 50% of all high school students. In Cumberland County, the most feasible plan was to build those high school facilities on our campus. The programs developed for CCHS students included Precision Metals, Occupational Home Economics, and Auto Body Repair. At that time, several of the existing full-time classes were made available to high school students.

A major expansion/remodeling project at TCAT Crossville was completed in 1997. This project increased the square footage of the school by one third and provided a complete remodeling of all existing facilities.

Preparing students for employment is the goal of this school. Placement figures vary with an average of over 90% of graduates being placed in jobs related to their training. From basic reading, writing, and

arithmetic to robotics and computers, from specialists trained in one field to students trained in a variety of fields, Tennessee College of Applied Technology strives to produce the high quality workers that industry demands.

The history of TCAT Crossville has been a story of success—success for the school with continued growth and strength—the success of the school’s graduates enables them to enjoy a better way of life. These successful results provide the community businesses and industries with better trained employees.

## **PHILOSOPHY**

The philosophy of Tennessee College of Applied Technology Crossville is that technical education should be a balanced program of studies and work experiences with a common goal of graduating employable and competent workers. We believe that all eligible citizens should have the privilege and opportunity of setting and realizing their occupational goals. This school is dedicated to assisting those citizens with their goal setting and providing the training experiences necessary to achieve those goals. Because of the wide and varied differences in education, abilities, and ambitions, we feel individualized training is the key to student success.

## **MISSION**

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

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

## **NON-DISCRIMINATION**

The Tennessee College of Applied Technology Crossville is an equal opportunity institution for employment and admission to all qualified persons without regard to race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran, nor will they tolerate harassment on the basis of race or sex. Special accommodations for handicapped persons include designated handicapped parking, entrance ramps to buildings and handicapped

equipped restroom facilities. Procedures for filing grievances concerning discrimination of any type can be obtained in the school's administration offices.

## VETERANS

The school is approved for veterans training by the state approving agency. Eligible veterans must enroll either half, three quarter, or full time in day programs to be eligible to receive V.A. benefits. Veterans must submit to Student Services a copy of all college transcripts and documentation of military training so the instructor can use these documents to evaluate competencies mastered in training area.

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

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

## DRUG FREE CAMPUS

### Drug/Alcohol Policy

The Tennessee College of Applied Technology Crossville is a Drug Free Campus. In order to confirm and enforce the Drug Free Policy, the campus and vehicles are subject to unannounced drug/alcohol searches including the use of drug dogs.

Drug and/or alcohol abuse can affect one's physical and emotional health as well as social life and everyday living. Long term abuse can destroy a healthy body and mind.

Violation of the Drug Free Campus policy includes possession of illegal drugs and/or alcohol or being under the influence of either. Possession includes on the person or in a vehicle while on the Tennessee

College of Applied Technology campus. Disciplinary sanctions for violations of this policy are listed in another section of this handbook.

Student Services personnel are available to assist and make referrals to the appropriate agencies which can assist persons needing help. Local agencies are:

Cumberland Mental Health Center 931-484-8020

4325 Hwy 127 N, Crossville TN 38555

Plateau Mental Health Center 931-432-4123

1200 S. Willow Ave, Cookeville TN 38502

### Re-Admittance

Students who have violated the drug policy and have been dismissed may be considered for readmission when the following conditions have been met:

1. Proof of completion from a drug/alcohol rehabilitation program
2. A negative drug screen at student's expense
3. Student will be subject to random drug screens while enrolled at student's expense

A positive drug test after readmission will result in termination without the possibility of returning to the school.

## **CAMPUS SECURITY**

In support of the "Crime Awareness and Campus Security Act of 1990" Tennessee College of Applied Technology makes every effort to provide a crime-free campus. An electronic security system provides protection for buildings and equipment during periods of non-occupancy. In the event of criminal action during periods of occupancy, the local police authorities will be called. This school compiles statistics on crimes committed on campus each year. These statistics are available on the Tennessee College of Applied Technology website at <http://www.tcatcrossville.edu/annual-security-report-crime-stats>. Students who are victims of crime while on campus should report this information to the administration.

## **CAMPUS SEX CRIMES PREVENTION ACT**

The "Campus Sex Crimes Prevention Act" (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as

students at institutions of higher education, or working or volunteering on campus. It was sponsored by U.S. Senator Jon Kyl of Arizona and supported by Security on Campus, Inc.

Effective Monday October 28, 2002, a new Campus Sex Crimes Prevention Act is in effect. This is in conjunction with the federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

The ACT amends the JACOB WETTERLING CRIMES AGAINST CHILDREN and SEXUALLY VIOLENT OFFENDER REGISTRATION ACT to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The State of Tennessee website [www.state.tn.us](http://www.state.tn.us) has a link to the sexual offender registry.

### **WEAPONS ON CAMPUS**

Tennessee law prohibits the possession of firearms/weapons on school campuses. Tennessee law classifies possessing weapons on school property as a felony and prescribes a minimum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000).

### **TERMS AND CONDITIONS FOR INTERNET USE**

Internet access is now available to students and staff in the Tennessee College of Applied Technology Crossville. We are pleased to offer this access to TCAT Crossville students and staff and believe the Internet offers vast, diverse, and unique resources that can support education. Our goal in providing this service to teachers and students is to promote educational excellence in the school by facilitating resource sharing, innovation, collaboration, and communication. Open wi-fi is available to students upon acceptance of open wi-fi terms and conditions. Students contact computer information technology instructor for wi-fi usage statement.

The educational value of appropriate information on the Internet is substantial. However, the Internet is comprised of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting. Among other things, there is information, which may be judged as inaccurate, abusive, profane, sexually oriented, or illegal Tennessee College of Applied Technology Crossville wishes to support students in responsible use of the Internet and does not condone or permit the use of this material. It is a joint responsibility of school personnel and students to act responsibly when using the Internet. In addition to student education, Internet access in school is available only on computers that are in highly traveled areas of the school building such as classrooms, computer laboratories and the computer training room. Staff and students are expected to

use the resources in a manner consistent with this document and will be held responsible for their use. Additionally, instructors should discuss with their students their own expectations for Internet use.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Tennessee College of Applied Technology Crossville user violates any of these provisions, his or her account may be suspended and future access could be denied. In addition, violation of any school rules while using the Internet will result in appropriate school disciplinary action.

### **The Tennessee College of Applied Technology Crossville Network – Terms and Conditions**

1. **Acceptable Use** – The purpose of the Tennessee College of Applied Technology Crossville Internet access is to support education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and academic research and consistent with the educational objectives of the school. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Publication, ownership, or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. All communications and information accessible via the network should be assumed to be private property. Use of the Tennessee College of Applied Technology Crossville network for product advertisement or political lobbying is not allowed. Illegal activities are strictly prohibited. All communication must be appropriate language and be polite. Do not swear, use profanity, vulgarities, or harass other users. Users are responsible for staying abreast of changes in the system by reading the announcements on the Tennessee College of Applied Technology Crossville web page, calendar or e-mail notifications regularly.

Your electronic mail (e-mail) on the Tennessee College of Applied Technology Crossville network is not guaranteed to be private. People who operate the system do have access to all e-mail and although e-mail is not read randomly, it can be accessed if a user is suspected of violating this contract. Messages relating to or in support of illegal activities may be reported to the proper authorities.

Internet activities that are permitted by the acceptable use policy:

- investigation of and communication about topics being studied in school;



- Investigation of and communication about opportunities outside of school related to community service, employment or further education.

Internet activities that are not permitted by the acceptable use policy:

- searching, viewing, or retrieving materials that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, or illegal materials is not permitted);
- copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- subscription to any services or ordering of any goods or services;
- sharing of staff or student's home address, phone number, or other information;
- playing games or using other interactive sites, such as chats, unless specifically assigned by a teacher;
- using the network in such a way that you disrupt the use of the network by other users (e.g. downloading large files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions);
- using your Tennessee College of Applied Technology Crossville account to telnet to other machines for purposes not allowed on the Tennessee College of Applied Technology Crossville network;
- any activity that violates a school rule or a local, state, or federal law.

Users who have any questions or doubts about whether a specific activity is permissible should consult a teacher, administrator, or the Tennessee College of Applied Technology at Crossville network personnel.

2. Privileges – The use of the Tennessee College of Applied Technology Crossville network is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators and technology committee will deem what is inappropriate use of the network and take appropriate action. The system administrators or President may suspend or close an account at any time as required. The administration, faculty, and staff of Tennessee College of Applied Technology Crossville may also request the system administrator or President to deny, revoke, or suspend

specific student's access. Students whose accounts are denied, suspended or revoked do have the right to submit a written appeal to the President and as a follow up to this letter to have a meeting with the President and any other involved or interested staff. Students who are under 18 must have a parent or guardian present at the meeting.

3. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Tennessee College of Applied Technology Crossville network, you must notify a system administrator or send e-mail to [cliff.wightman@tcatcrossville.edu](mailto:cliff.wightman@tcatcrossville.edu). Do not demonstrate the problem to other users. Users may not, under any circumstances, use another individual's account. Do not give your password to any other individual. Attempts to log-in to the system as any other user may result in suspension or cancellation of user privileges. Attempts to log-in to the Tennessee College of Applied Technology Crossville network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Tennessee College of Applied Technology Crossville network.
4. Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to obtain, harm, or destroy data of another user, the Tennessee College of Applied Technology Crossville network, or any state agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
5. Updating Your User Information – Tennessee College of Applied Technology Crossville network may occasionally require new registration and account information from you to continue the service. You must notify the Tennessee College of Applied Technology Crossville network of any changes in your account information (address, etc.).
6. Reliability – Tennessee College of Applied Technology Crossville makes no warranties of any kind, whether expressed or implied, for the service it is providing. Tennessee College of Applied Technology Crossville will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the network is at your own risk. Tennessee College of Applied Technology Crossville specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. Exception of Terms and Conditions – All terms and conditions as stated in this document are applicable to Tennessee College of Applied Technology Crossville. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee, United States of America.

In review, applicants are advised that the network is provided for the specific purpose of supporting the educational mission of the Tennessee College of Applied Technology Crossville. All users are expected to abide by the terms and conditions above. If the perspective user cannot abide by all of the terms and conditions set forth in this document, she or he is advised to acquire Internet access through a commercial Internet Access Provider as an alternative to using the Tennessee College of Applied Technology Crossville network.

### **STUDENT SERVICES**

This school offers appropriate student services to applicants, students and graduates. These services include career counseling, testing, and financial aid assistance. Student Services also provides counseling to students with unsatisfactory progress as well as advice and counseling for personal or other school related problems. Complete student records on each student are maintained in Student Services. Placement services are provided through the Student Services department. Written requests for student academic transcripts should be submitted to the Student Services Department. Students and graduates in good standing with the school may have official academic transcripts mailed to the school of their choice or to the individual listed by the student. Students and graduates may also have a transcript issued to them for personal use. When possible, in-person requests will receive same-day service. Requests that are faxed or mailed will be processed in a timely fashion; however, please allow up to seven days for assistance. All requests must be accompanied by a signed release form.

### **VOTER REGISTRATION**

Voter registration information is available in the Student Services Department. Students may also access the following website to obtain a voter registration from: [www.state.tn.us/sos/election/ss-3010.pdf](http://www.state.tn.us/sos/election/ss-3010.pdf).

### **SERVICES FOR STUDENTS WITH DISABILITIES**

The Tennessee College of Applied Technology Crossville is committed to providing opportunities and accommodations in higher education to all academically qualified students with disabilities. This

commitment is consistent with the Tennessee College of Applied Technology Crossville's obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities; a record of such an impairment or being regarded as having such an impairment. Qualified individuals with a disability are defined as an individual who, with or without reasonable modifications and accommodations, meets the essential eligibility requirements for the program services and activities offered by Tennessee College of Applied Technology Crossville

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

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

## **STUDENT LEADERSHIP COUNCIL**

Students who enjoy taking leadership roles should volunteer to serve as a member of Tennessee College of Applied Technology Crossville's Student Leadership Council. Each program selects a representative to attend the monthly SLC meetings. Representatives then report back to classmates. The goal of the SLC is to provide an opportunity for students, faculty, and staff to share information, plan activities, and discuss projects.

Another opportunity for student participation is SkillsUSA. SkillsUSA is a partnership of students, teachers and industry working together to ensure a skilled workforce. The SkillsUSA Championships are the showcases for the best career and technical students in the nation. Contests begin locally and continue through the state and national levels.

## **ACCREDITATION**

Tennessee College of Applied Technology Crossville is fully accredited by The Council on Occupational Education, 41 Perimeter Center, East, NE, Suite 640, Atlanta, GA 30346. 707-396-3898. Membership with this accrediting agency assures that the school is maintaining up-to-date, quality training programs. Students may request a copy of accreditation, licensure, or approval from the school's president.

## **Student Notification of Rights – Family Educational Rights and Privacy Act (FERPA)**

Students of the Tennessee College of Applied Technology Crossville 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 Clerk. Within 30 days of the request, the Student Records Clerk will notify the student of the date and time when the records can be inspected.
- A student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the school official responsible for the record and clearly specify why it is inaccurate or misleading. If the school decides not to amend the record, the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.
- The Tennessee College of Applied Technology Crossville 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 the school officials with legitimate educational interest. 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 an "Authorization to Release Information" form, available in the Student Records Office. (For security purposes, photo identification may be required in order to complete this form.)
- 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

School officials and representatives of agencies providing financial assistance have access to student records and may obtain information without the student's permission.

Additional information regarding confidentiality of student records can be found in TBR Guideline S-020 and the Tennessee College of Applied Technology Crossville Confidentiality of Student Records Policies and Procedures. Copies of these documents may be obtained from the Student Services office 931-484-7502 ext. 125 or 127 or [www.tcatcrossville.edu](http://www.tcatcrossville.edu).

## **VISITORS**

Visitors are always welcome. Students are encouraged to bring friends or relatives to the school for a visit. All visitors must check in through the administrative office. However, since teaching is our main objective, visitors are encouraged to make arrangements with staff prior to visiting the campus.

## **HONOR STUDENT PROGRAM**

Tennessee College of Applied Technology Crossville recognizes one student for outstanding achievement each term. Program instructors nominate students at the end of each term. A selection committee reviews the accomplishments of each nominee and selects the recipient of the Excellence Award. The winner is recognized at a student body assembly, presented with a plaque and awarded a tuition scholarship for next term. An article with photograph is published in the student's hometown newspaper. All nominees are recognized and presented a Certificate of Achievement.

## **COLLEGE CREDIT**

Under certain conditions, hours earned at Tennessee College of Applied Technology Crossville may be transferred to a college or university and applied toward a degree. Please check with the individual college or university to see what credits are transferrable.

## **STUDENT INSURANCE**

### **Domestic and Accident Plans**

We do not have a TBR sponsored plan for our domestic students this year or a specific TCAT Accident Plan, due to market constraints. However, our broker AON has prepared a website for students where they can compare various health care exchange and marketplace options.

The website address is: is [www.TBRstudentHIX.com](http://www.TBRstudentHIX.com)

Note that for the TCAT Accident Plan, the student may either select an Accident specific plan under the Optional Coverages or there are some student health insurance plans that include an accident provision. Students should be encouraged to shop both ways to see what rates/coverages work best for their individual circumstances.

### **FOOD SHOP**

A food shop, operated by Tennessee Business Enterprises for the Blind, is provided for the convenience of students and staff. Students are expected to conduct themselves in a courteous and appropriate manner while relaxing in this area. Make the snack bar a desirable place to “meet and eat.” Please clean up after eating and dispose of trash in the appropriate containers.

### **BOOK STORE**

The school book store is located in the business office. The school book store sells only new books. All sales are final. The book store does not buy back books or supplies nor refund money for book purchases. Should students choose to purchase new or used books elsewhere, it is their responsibility to purchase the edition used by the instructor. There is no refund for books or supplies.

### **RETURNED CHECK POLICY**

Students who have paid for fees and/or books with a check not honored by their bank will be notified immediately. Failure to correct this within five calendar days from the date of notice will result in the student being terminated from class. A returned check fee of \$30 will be charged.

### **OUTSTANDING DEBTS**

Any returning student with an outstanding debt to the school will not be allowed to re-enroll until debt has been paid off.

### **STUDENT RESPONSIBILITY FOR TOOLS AND EQUIPMENT**

Specific shop rules for use of equipment and tools must be observed at all times. Students are responsible for the proper use and care of school equipment. Any tool lost or carelessly damaged will be replaced or repaired by the student. Damage to any school equipment must be reported to the instructor immediately.

## **DRESS CODE**

Students will dress appropriately for their area of training. Instructors will discuss dress requirements as part of new student orientation. Due to the nature of training, certain clothing styles may be a safety hazard in the shops.

## **INCLEMENT WEATHER OPERATION**

During the winter months, there are usually some days when the weather conditions make travel to and from school very hazardous. When such a day occurs, the school may be closed or delayed. Students can access the Tennessee College of Applied Technology Crossville website ([www.tcatcrossville.edu](http://www.tcatcrossville.edu)), listen to their local radio station, check Facebook status or watch designated television stations for Tennessee College of Applied Technology Crossville school closure or delay. Students may also sign-up for school cast to be contacted via text messaging. Students should use their own discretion regarding class attendance on days when snow and ice conditions exist. Official school closure days, due to inclement weather, may be made up during break.

## **PARKING AND TRAFFIC SAFETY**

General traffic hazards and fire department regulations require each student to observe these rules:  
:Parking - Parking is allowed only in the lined areas of the parking lot. Improperly parked vehicles may be towed at the owner's expense. Please do not park in spaces designated as school vehicle, staff parking or visitor. These spaces are reserved for emergency safety personal. Over-flow parking is located across the street at Cornerstone Baptist Church.

Speed limit--The speed limit in the parking lot and driveways is 5 MPH.

Handicapped Parking - Parking in these areas is allowed for authorized persons only. Violators will be fined \$25 for the first offense and \$50 for any second violation.

## **HOUSEKEEPING**

Not only is a clean shop a safe shop, it also makes for a better work environment. Please dispose of all refuse in the appropriate containers. A part of each day is set aside for shop or classroom clean up.

## **HEALTH AND SAFETY**

All students enrolling in TCATC are required to complete a Medical Information form. This information will be needed if a student becomes seriously ill or involved in an accident on the campus or training work site. Adherence to sound safety practices should prevent accidents. However, in the event of an accident or in the event a student becomes seriously ill, the school staff will assist in making arrangements for the



student's transportation to a hospital or physician. Appropriate persons or family members (as provided on the student's Medical Information form) will be contacted to inform them of the student's situation and/or to request assistance if it is recommended that the student should be sent home or to a health care provider. **Students are responsible for any medical expenses incurred.** In cases of minor accidents, first aid is available in the training area.

Strict safety precautions will be observed and practiced at all times. Students are responsible for their own actions and the resulting consequences. Each shop has a safety program that students must understand before using any training equipment. A written record of safety instruction and tests are kept on file as tangible evidence that each student has been instructed in the appropriate safety program. Students are required to purchase and wear personal protective equipment (PPE) where appropriate. PPE includes, but is not limited to, safety glasses, aprons, masks, shields and hoods.

Accidents, injuries, and hazardous conditions must be reported immediately to the instructor. Disciplinary action will be taken whenever safety rules are violated.

In case of bad weather or other emergencies, evacuation routes are posted in all classrooms and offices. Instructors are responsible for informing students of the evacuation process during class orientation.

### **TELEPHONE USE**

Cell phones must be turned off in classrooms and shops. A public telephone is available in the concession area for student use during breaks and lunch. Students should discourage incoming personal calls. Students will not be taken out of class to receive telephone calls except for emergencies.

### **TOBACCO PRODUCTS**

State law prohibits the use of any type of tobacco products inside all buildings on campus, including smokeless tobacco. Designated outside smoking areas are provided. Please use proper containers for disposal. Public chapter 0410, TCA Sec 39-17-1803. TBR Policy 3:05:01:01

### **LIVE WORK PROJECTS**

"Live Work" is the term used by the Tennessee College of Applied Technology Crossville for various practical learning projects that are conducted in the shops. This type of practical application is an essential part of technical education. Sources of "live work" are the automobiles, refrigerators, etc., that are owned by students and staff of the school. If a student has a live work project, he or she should obtain a work order form from the administrative office, complete the form and return it to the office for approval. If the request is approved, the instructor will inform the student of the proper procedure. Such projects

require the student to pay a live work processing fee and provide all materials needed to complete the job.

## **ADVISORY COMMITTEES**

In order to keep up with advances in technology, Tennessee College of Applied Technology maintains close contact with business and industry through occupational advisory committees. Each program has an advisory committee comprised of persons employed in that particular field of work. These committees enable the school to keep abreast of the latest equipment, methods, and technologies in the workplace. Over 100 advisors work with the school on a regular basis. This partnership between the school and local industry ensures that Tennessee College of Applied Technology Crossville will continue to prepare graduates for today's changing workplace.

## **TRANSFERS**

Students may transfer from one program to a different program, as space is available, if the student is not suited to the area of training selected or is failing to make Satisfactory Academic Progress. Student Services will counsel students on program change. Students are required to interview with the new program instructor and discuss the transfer with the present instructor. Approval from instructors and Student Services is required.

## **PRIOR TRAINING**

Students who enroll with prior training or work experience may receive credit for their knowledge and skills toward completion of the program. The instructor will make an evaluation using student transcripts, interviews, observation of skills and/or written test. The student will be given appropriate credit for competencies mastered.

Articulation agreements with some local high schools are in place. Graduates from those high schools may receive credit for skills mastered in high school. However, students must present an articulation checklist to Student Services at the time of enrollment.

Veterans must submit to Student Services a copy of all college transcripts and documentation of military training so that the instructor can use these documents to evaluate competencies mastered in training area.

### **Practical Nursing Transfer/Prior Training**

Students desiring to transfer into the Practical Nursing program must make application to the school, submit an official transcript from their previous school, provide a letter of reference from their former

nursing instructor, and any additional documentation requested. The applicants must meet Tennessee College of Applied Technology Crossville entrance requirements and may be required to verify competency by testing. If the applicant doesn't meet the placement guidelines, he/she must begin the process for admission as a first time applicant. The Nursing Coordinator will review each application for transfer with the Tennessee College of Applied Technology Crossville President. Acceptance into the program will be at the discretion of the school administration.

Students desiring advanced placement into the Practical Nursing Program must complete a "Special Admission" form, submit the required documentation by the deadline date and schedule an interview with the Nursing Coordinator. The "Special Admission Application" is available in student services.

### **Surgical Technology Transfer/Prior Training**

The Surgical Technology program will evaluate transfer students on an individual basis. The applicant will meet with the Student Services Coordinator and initiate an interview with the instructor of the Surgical Technology Program. A decision will be made regarding acceptance into the program after Student Services and the Surgical Technology Instructor interviews are complete.

## **STUDENT PROGRESS**

Progress evaluations are completed two times each term. An unsatisfactory evaluation places the student on probation for the remainder of the term. Grades of A, B, and C are considered satisfactory progress. Grades below a C are considered unsatisfactory progress. Students must maintain a satisfactory ("C" or better) average for each term of instruction. Failure to do so will result in probation at the end of the term.

## **GRADING**

The following grading scale is used for **all programs except** Practical Nursing and Surgical Technology:

A = 93-100 B = 85-92 C = 77-84 F = 76 and below

The grading scale for the **Practical Nursing and Surgical Technology** programs is:

A = 94-100 B = 87 - 93 C = 81-86 F = 80 and below

Students are assessed each grading period in these categories:

**Skill Proficiency** includes all shop work and performance tests.

**Related Information** includes all classroom work and written tests.

**Work Ethic** includes: quality of work, productivity, attendance, organizational skills, teamwork, appearance, attitude, communication, cooperation, and character.

## **READMISSION FROM SUSPENSION**

Students suspended for unsatisfactory progress may be considered for readmission by the school president. The criteria in considering readmission are: (1) Assessment of the candidates' willingness to address those deficiencies that contributed to the suspension (2) Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

### **Practical Nursing Readmission**

In addition to the above policies, students will be evaluated on an individual basis. Students must notify the Nursing Coordinator of their desire to return to the program and obtain the Special Admission Application from Student Services. The form must be complete along with required transcripts, test scores, etc. before class begins. In some cases students may have to begin the initial application process again. After the second suspension, there will be no re-entry into the Practical Nursing Program.

### **Surgical Technology Readmission**

In addition to the school's readmission policies, students withdrawing from the Surgical Technology program, either voluntarily or because of grades, must initiate the application process again including entrance testing, submitting a new application for enrollment, submitting new documentation and interviewing again.

## **ATTENDANCE**

Excessive absenteeism will have an adverse effect on student progress. There will be occasions when a student will be forced to be absent. Students should call the school at 931-484-7502 or toll free 1-877-811-7502 and report their absence on the day it occurs. If unable to call, the student should send notice by other means. Failure to report an absence by the end of the second consecutive day of absence may result in termination from class. Full-time students have 42 emergency hours if needed each trimester. Students on reduced schedules have a prorated number of hours absent each term.

The following attendance rules will be observed by all students:

1. A full-time student enrolled for a full term who has been absent for a total of 24 hours will be referred to student services for counseling. Students enrolled part-time or for less than a full term will be referred for counseling at the appropriate prorated number of hours.

2. When a full-time student enrolled for a full term has absences exceeding 42 hours during that term the student may be suspended. He or she may report to the college president. An appropriate number of prorated hours will limit absences for part-time students or students enrolled for less than a full term. **Returning students must enroll within three days of the beginning of the term. Hours missed due to late enrollment will be counted as absences and will be part of the 42 hours of absences.**

3. Students will be counted tardy if not in the classroom at the designated times for class to start. Time missed for tardies will be included in the accumulation of time absent rounded to nearest tenth of hour. The following procedures will apply for all full-time and part-time students enrolled during the term:

5 Tardies - Documented warning by instructor

6 Tardies - Documented probation by Student Services

7 Tardies - Referred to President

Exceptions:

a. In individual cases of extenuating circumstances the president may make exceptions to suspension due to absences. Such exceptions should be fully documented.

b. Additional retention standards for specific programs may be maintained by the school pursuant to accreditation or licensing requirements.

## REPORTING ABSENCES

1. All absences and tardies must be recorded on the absence report.
2. The absence report will be kept in the student's record.
3. When returning to school following an absence the student must report to the instructor and complete the absence report.
4. Leaving school without authorization can be grounds for suspension. The student must report to the instructor before leaving.
5. False information pertaining to reasons for absences will be grounds for dismissal.

## MILITARY DUTY

Students who serve in the Reserve or National Guard and are required to serve two weeks active duty each year will be permitted to reenter school upon return from active duty. These students should advise the school of their military schedule at the beginning of the term their active duty tour is to occur so their tuition can be adjusted. The student must provide the school with a copy of the official orders.

## STUDENT CONDUCT

Students are expected to develop and demonstrate proper work habits and maintain a sincere, cooperative attitude as a vital part of their training. The school's disciplinary measures shall be imposed for conduct which adversely affects the pursuit of its objectives, violates or shows a disregard for the rights of students, faculty and staff, or which endangers personal or school property. Individual misconduct which is subject to disciplinary sanctions shall include, but is not limited to the following:

See also TBR policy 3:02:00:01 Freedom of Speech and Expression 1:03:02:60

Conduct dangerous to others

Hazing

Disorderly conduct

Obstruction of or interference with the Center's activities or facilities

Misuse or damage to property

Theft, misappropriation, or unauthorized sale of school property

Misuse of documents or identification cards

Possession or use of firearms and other dangerous weapons

Violations of local, state, or federal laws

Attempting to, or aiding and abetting in the commission of offenses

Possession of explosives, fireworks, flammable materials

Possession, use, or sale of illicit drugs

Possession or use of alcoholic beverages

Financial irresponsibility

Failure to cooperate with officials of the School

Violation of general rules and regulations

Unacceptable conduct in hearings

Gambling

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on school owned, leased or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any school activity or the mission, processes or functions of the school. In addition, disciplinary actions may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the school jurisdiction.

The faculty member has the primary responsibility for control over the student behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the training of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the school. Extended or permanent exclusion from the training program or further disciplinary action can be taken through appropriate procedures of the school.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct through participation or assistance are immediately responsible to the faculty member of the training program. In addition to other possible disciplinary sanctions that may be imposed through the regular procedures as a result of academic misconduct, the faculty member has the authority to assign an "F" or "0" in the course.

## **POLICY ON SEXUAL OR RACIAL HARASSMENT**

Students found to have violated this policy by engaging in behavior constituting sexual or racial harassment will be subject to disciplinary action which may include dismissal or other appropriate sanctions.

Sexual harassment and racial harassment have been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972.

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

- a. promising a grade in return for sexual favors

- b. suggestive or inappropriate communications, e-mail, notes, letters, and other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments
- c. sexual innuendoes, comments, and remarks about a person's clothing, body, or activities
- d. suggestive or insulting sounds
- e. whistling in a suggestive manner
- f. humor and jokes about sex that denigrate men or women
- g. sexual propositions, invitations, or pressure for sexual activity
- h. use in the classroom of sexual jokes, stories, remarks, or images in no way germane to the subject matter of the class
- i. implied or overt sexual threats
- j. suggestive or obscene gestures
- k. patting, pinching, and other inappropriate touching
- l. unnecessary touching or brushing against the body
- m. attempted or actual kissing or fondling
- n. coerced sexual intercourse
- o. sexual assault

Generally, racial harassment is defined as any person's conduct which unreasonably interferes with a student's status or performance by creating an intimidating, hostile, or offensive working or educational environment.

Examples of racial harassment are:

- a. objectionable epithets
- b. threatened or actual physical harm or abuse
- c. other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin



Any current or former student who believes he or she has been subjected to harassment at Tennessee College of Applied Technology Crossville or who believes that he/she has observed harassment taking place shall present the complaint to the Humans Resources Office.

The Title VI/Title IX Coordinator will investigate the complaint. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with Tennessee College of Applied Technology Crossville student disciplinary procedures. When the respondent is a student, all documentation shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA).

If the student requests a hearing, he/she shall be advised of the established institutional procedures available for resolution of the matter in question, which will generally be the procedure for the hearing of a grievance before a grievance committee.

To obtain further details and a sexual/racial harassment form, contact the Vice President at (931) 484-7502 Ext. 123 or [stacy.johnson@tcatcrossville.edu](mailto:stacy.johnson@tcatcrossville.edu).

## DISCIPLINARY SANCTIONS

Upon a determination that a student 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 institution officials.

1. Restitution
2. Warning
3. Reprimand
4. Restriction
5. Probation
6. Suspension
7. Expulsion

The school president is authorized to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

## GRIEVANCE PROCEDURE

It is the philosophy of the Tennessee College of Applied Technology Crossville that many complaints or concerns can be resolved through open communications. Unfortunately, situations may arise that require disciplinary action by the school administration. Any student who feels he has been treated unfairly and is subject to suspension or expulsion has the right to have a school hearing (Faculty Student Review Committee) or TUAPA hearing (Tennessee Uniform Administrative Procedures Act). (TBR Policy 03:02:01:00; TTC-023 Guidelines) Students must file their grievance with the school president, in writing, within five days of the action taken. If the violation is attendance, student will remain in school until a decision is reached. When the violation is disciplinary, administration will decide if student can remain in school pending an appeal. Consideration will be given to severity of violation as well as safety of other students, staff, faculty, and administration.

Upon receipt of the appeal, the president shall request the Faculty-Student Review Committee to hear the appeal within five school days. The Faculty-Student Review Committee is composed of both staff members and students. The committee will schedule a meeting within five school days and inform the student of the time and place of the meeting. The committee will hear the appeal and present its findings to the president immediately. Within five days of the Committee's recommendation the president shall render a final decision.

If the student is not satisfied with the final decision of the president, the student shall be advised of his/her rights to appeal to the Vice Chancellor of Tennessee Colleges of Applied Technology, TN Board of Regents, 1 Bridgestone Park, 3<sup>rd</sup> Floor, Nashville, TN 37214. This appeal must be made within five days of Tennessee College of Applied Technology Crossville's decision and must be in writing. Additionally, students have the right to contact the Accrediting Commission of the Council of Occupational Education at 41 Perimeter Center East, Atlanta, GA 30346, (770)396-3898.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1 Bridgestone Park, 3<sup>rd</sup> Floor, Nashville Tennessee 37214, or by going on line and filing out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Council on Occupational Education, 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.

## **CERTIFICATION**

The courses of study have been designed to include a maximum number of hours needed by the average student to complete all phases of training related to a particular program. However, students may complete training in less than the stated number of hours for a particular course. When a student completes all phases of a program and passes a proficiency test where applicable, a diploma will be awarded. If a student does not complete the entire course of study for a program, a certificate may be issued if the student has reached a designated competency level. Any certificate issued will reflect the highest payroll job title code achieved by the student.

## **WITHDRAWALS**

Students voluntarily withdrawing or graduating are required to have an exit interview in Student Services on or before their last day of enrollment.

## **GRADUATION**

All recipients of certificates and diplomas issued by Tennessee College of Applied Technology Crossville are classified as graduates. In order to recognize the accomplishments of the school's graduates, graduation ceremonies are conducted in April, August and December.

## **PLACEMENT SERVICES**

Placement services are available to all TCAT Crossville students. The goal at the school is to place graduates in related fields. Assistance will be provided in developing interviewing techniques and in the preparation of applications and resumes. Every effort is made to help graduates find jobs. The school maintains contact with local employers and can provide the graduating student with up-to-date information concerning job opportunities.

## **FOLLOW-UP**

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

improve ways of serving the needs of each student. Students may expect the initial follow-up contact to come approximately three months after leaving the training program. There will be additional periodic contact for further follow-up, and students are asked to respond to these questionnaires. Please make sure student services has updated email and contact information prior to graduating. Student Services may also use social media to connect with former students.

## FINANCIAL AID

Tennessee College of Applied Technology Crossville makes every effort to inform students of the financial aid programs available to them. This section of the handbook provides information on the financial aid programs available at the school, how to apply for financial aid and where to go for help with this process. For additional help contact student services.

## FINANCIAL ASSISTANCE

Financial assistance may be available for students who cannot afford to pay for all or part of the cost of higher education. The Students Services staff is available to assist students in the financial aid application process.

## FINANCIAL AID PROGRAMS

**GRANTS** are a form of financial aid that does not have to be repaid.

**FEDERAL PELL** is the largest grant. The amount of the grant is determined by the Estimated Family Contribution (EFC) (the lower the number, the higher the award).

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)** is given to students with the greatest financial need with priority given to PELL grant recipients.

**FEDERAL WORK STUDY** provides students an opportunity to earn a limited amount of money while in school. FWS pays at least minimum wage. Information on Federal Work Study and applications are available in Student Services.

**TENNESSEE STUDENT ASSISTANCE AWARD (TSAA)** is a state grant and is based on tuition and fees only.

**TENNESSEE PROMISE AND RECONNECT** state grants – ask student services for more info.

**WILDER-NAIFEH TECHNICAL SKILLS GRANT (WNTSG)** 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 income limit for eligibility. A student with a bachelor's degree may be eligible to receive the WNTSG.

**OTHER SOURCES OF AID** include, but are not limited to, Veterans benefits, Vocational Rehabilitation, TRA, TOPS, and WIA.

**PRIVATE SCHOLARSHIPS** applications are available in Student Services.

**ACADEMIC SCHOLARSHIPS** are available to graduating high school seniors with a "B" average.

## **APPLYING FOR FINANCIAL AID**

**School Code 004026**

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

1. Complete the Free Application for Federal Student Aid (FAFSA) and transmit electronically. This process is required for all financial aid programs administered by TCAT Crossville. Contact student services for assistance.
2. Applicants should contact the Financial Aid office once they receive a paper or electronic response called the Student Aid Report (SAR).
3. The Financial Aid Office will request additional information upon receipt of Student Aid Report.
4. If paperwork is complete one week prior to enrollment and the student qualifies for a grant, Financial Aid can be used for tuition and fees.
5. Students are notified of their financial aid award in an award letter. Financial aid personnel are available to answer any questions about individual student awards.
6. Students should reapply for aid immediately after October 1 if they plan to be enrolled past May 1 of the current year.

## **TRANSFER STUDENTS**

Financial aid does not automatically transfer from one school to another. Consult the financial aid person at either school for information on transferring financial aid. Check with the school about FWS and Federal SEOG.

## **ELIGIBILITY FOR FINANCIAL AID**

The following requirements must be met to be eligible for financial aid.

- Must be enrolled as a regular student in an eligible program.
- Must be a U.S. citizen or eligible non-citizen.
- Must show financial need.
- Must make satisfactory progress in area of training.

- Must not be in default on a student loan or owe a refund to PELL.
- Must sign a statement of educational purpose.
- Must sign a statement of registration status.
- Must have a high school diploma or GED or pass a test approved by Federal Government to show ability to benefit.

## AWARDING POLICY

The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is awarded to students who demonstrate the greatest need. It is the policy of the Tennessee College of Applied Technology Crossville to determine greatest need based on the student's "Estimated Family Contribution (EFC)." The EFC is determined by the student's (and parents' where applicable) answers on the FAFSA. Students with an EFC of zero are awarded FSEOG provided they have an unmet educational need.

**Federal Work Study** is available to students with a net remaining need greater than \$200 after all other aid has been deducted from the cost of education. Interested applicants apply in Student Services.

## VERIFICATION

Either the Department of Education or the school may select any student for a process called verification. This means the student will be asked to prove that the information reported on his/her application is correct. Information to be verified includes: income, federal income tax paid, household size, and applicant's status as a dependent or independent student. If the student is an eligible non-citizen, he/she may be required to prove his/her eligibility. When completing the FAFSA, the student may use the IRS data retrieval tool and link to their tax information.

As a part of the verification process, students selected must bring copies of certain documents to the financial aid administrator. These documents include but are not limited to:

1. Federal Income Tax Return and W-2 Forms for student and parent
2. IRS Tax Transcript
3. If applicable, social security income and other documentation of support
4. Transcripts from previously attended post-secondary institutions
- 5.

## INFORMATION

1. Any financial aid award may be reviewed because of changes in financial or enrollment status. Recipients of financial aid are required to inform the office of any scholarship, work, or grant awarded them by a source other than the financial aid office. Failure to do so may result in cancellation of aid.
2. Students may continue to receive financial aid as long as they continue to maintain satisfactory progress. Recipients are expected to enroll as full-time students unless prior arrangements have been made with the financial aid office.
3. For recipients of employment under the Federal Work-Study Program (FWSP), it should be understood that the amount shown for this category of aid on the award letter is the maximum amount the student can expect to earn during the academic year while employed in this program.
4. Financial need will be examined each year and an appropriate increase or decrease will be made in the amount of the assistance offered. A new financial aid application and the Free Application for Federal Student Aid must be submitted.
5. Students who find it necessary to withdraw from the school or who drop below full-time status must notify the financial aid office concerning this action. Refund policies as they apply to the return of tuition and fees are described in this handbook.
6. Students have the right to reject any part of the financial aid package; however, that part of the financial award which is rejected will not be replaced by funds from other programs.
7. Any commitment of government funds (Federal PELL Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, or Tennessee Student Assistance Awards) is contingent upon Congressional appropriations and subsequent receipt of the funds by Tennessee College of Applied Technology.

## RIGHTS & RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

### Students have the right to ask a school

- The names of its accrediting and licensing organizations.
- About its programs, its instructional laboratory, and other physical facilities, and its faculty.
- The cost of attendance, and what its policy is on refunds to students who withdraw.
- The financial assistance available, including information on all Federal, State, local, private and institutional financial aid programs.

- The procedures and deadlines for submitting financial aid applications.
- How it selects financial aid recipients.
- How it determines your financial need.
- How much financial need, as determined by the school, has been met.
- How and when you'll be paid.
- To explain each type and amount of assistance in your financial aid package.
- If you're offered a Federal Work-Study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you'll be paid.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you're making satisfactory progress and what happens if you're not.
- About facilities for handicapped persons.

### **Students have Responsibilities**

- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place.
- Know and comply with all deadlines for applying or reapplying for aid.
- Provide documentation, corrections, and/or new information requested by the financial aid office.
- Notify school of any information changes.
- Read, understand, and keep copies of all forms.
- Attend an exit interview prior to graduation.
- Notify school of changes in your name, address, or telephone number.
- Satisfactorily perform the work agreed upon in a Federal Work-Study job.
- Understand school's refund policy.



## **SATISFACTORY PROGRESS AND ATTENDANCE FOR FINANCIAL AID**

The Tennessee College of Applied Technology Crossville's satisfactory progress and attendance for financial aid is the Academic Retention Policy developed by the Tennessee Board of Regents for all Technology Centers.

To receive financial aid a student must have a "C" average for the trimester and complete 75% of the coursework for the scheduled hours for the term within their financial aid payment period.

Satisfactory progress will be evaluated at the end of each financial aid payment period. If the student fails to make satisfactory academic progress at the end of their financial aid payment period, the student will be placed on probation for financial assistance for the next payment period. If the student has not attained Satisfactory Academic Progress by the end of their next financial aid payment period, they will lose eligibility for financial aid. For more information or questions, please contact Student Services.

- \* Student cannot regain eligibility for the Wilder Naifeh Skills Grant.**
- \* Federal Pell Grants will only assist with 100% of program hours.**
- \* The Wilder Naifeh Technical Skills Grant will assist with 133.33% of program hours.**
- \* Regulations pertaining to Financial Aid are subject to change at any time without notice**

## **APPEALS**

There is no appeal process for financial aid satisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.

## **RETURN OF FEDERAL FUNDS**

Any student who withdraws from school without completing 60 percent of their payment period must return a percentage of the Title IV funds. Students graduating or withdrawing from school should contact Student Services as part of the withdrawal process.

## **CHANGES OF PROGRAM**

A student may make two (2) program changes and still be eligible to receive financial aid if there is no break in attendance. At each program change, the student will establish a new time for the completion of that program.

## WILDER-NAIFEH TECHNICAL SKILLS GRANT

The Wilder-Naifeh Technical Skills Grant (W-N) is \$2000 per year and is subject to the availability of funds from the Tennessee Education Lottery Scholarship program. The amount of the award will be prorated based on the number of scheduled hours for each term.

### Eligibility

- Must be a Tennessee resident one year prior to application
- Must be a U.S. citizen or permanent resident
- Must be in compliance with Selective Services 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
- Must be enrolled in a program leading to a certificate or diploma
- Must have never received the Tennessee HOPE scholarship or have completed a diploma program with the Wilder-Naifeh Technical Skills Grant

**Note:** Students may enroll as full time or part time. There is no income limit for eligibility.

### Retention

- Must continue to meet all eligibility requirements as stated above
- Must reapply each year using the FAFSA
- Must maintain continuous enrollment (unless a leave of absence is granted)
- Must maintain satisfactory progress according to standards used for federal financial aid programs including grade and attendance requirements as well as the 133.33% timeframe requirement

### **Over awards**

A WNTSG over award is defined as the total of all financial assistance awards greater than the cost of attendance. The WNTSG will not be awarded to students whose cost of attendance is covered by other financial aid to include grants, scholarships and vocational rehabilitation.

### **Change in Status**

- Students may be allowed to change from full time to part time at the beginning of the term. The change must be approved in advance.
- Students may be allowed to change from full time to part time only when there are documented hardships such as medical or extraordinary circumstances beyond the student's control.

### **Transfer Students**

- Students may transfer from one TCAT to another TCAT and maintain their eligibility as long as they continue to meet all eligibility requirements including continuous enrollment and satisfactory progress.
- Students may transfer from one program to another at the same TCAT and retain eligibility as long as they maintain continuous enrollment and satisfactory progress.

### **Leave of Absence**

For rare and unusual circumstances, a student may request a leave of absence (LOA). A LOA may be approved for documented medical or personal reasons 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 LOA. The student's signed and dated request must include the reason, beginning and ending dates for the LOA, and supporting documentation.
- The student will be readmitted as space is available.
- The approved LOA may be treated as a withdrawal for all financial aid programs other than the W-N.
- A LOA will not normally be granted for less than 9.7% of the student's scheduled hours or longer than the hours remaining in the term at the time of the leave.
- If a student has unexpected absences due to unforeseen circumstances (i.e.: hospitalization, family emergency or family death, etc.), that causes them to be absent more than 9.7% of their scheduled

hours, the student shall request a LOA upon their return and provide appropriate documentation. This shall be considered on a case by case basis.

- If the student's request is denied, the student may appeal to the Institution Review Panel (IPR).

### **Appeal**

The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's W-N. The following items are allowed for appeals.

- Denial of a change in status
- Denial of a LOA
- Denial of reinstatement of eligibility after a change in grade
- Denial of reinstatement of eligibility after the grade for an incomplete course is reported

### **IRP Appeals Process and Timeline**

- Appeal must be in writing and within five calendar days of notification of denial.
- The IRP may review the student's appeal and make a determination within 14 calendar days after the appeal is properly filed.
- The IRP must render a written decision no later than seven calendar days after considering the appeal.

### **Appeal 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 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**

## DISBURSEMENT OF FINANCIAL AID

Students who complete financial aid paperwork at least one week prior to starting school may use an Authorization Form (provided by the school) to pay for tuition.

Grant checks will be disbursed as soon as possible after the first day of the term. All grant monies left after tuition, books, or fees authorized by the student have been paid, will be disbursed by the end of the student's financial aid payment period. Additionally, students must have completed all financial aid requirements.



The acquisition of knowledge or skills by any student depends on the student's desire to learn and his or her application of appropriate study techniques to any course or program. As a result, Tennessee College of Applied Technology Crossville does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete any specific examination for any course, degree, or license.

*Requirements and policies listed in this handbook are subject to change at any time without notice.*

### **Notice for Use by Tennessee College of Applied Technology Crossville**

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1 Bridgestone Park, 3<sup>rd</sup> Floor, Nashville Tennessee 37214, or by going

on line and filing out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the

Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, Georgia 30350, and 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.

*This Handbook was designed to answer many of the questions you may have about policy and procedures and financial aid.*

*Should you have additional questions, visit the school's website at*

[www.tcatcrossville.edu](http://www.tcatcrossville.edu)

*or call*

*Local telephone number*

*931-484-7502*

*Toll free telephone number*

*1-877-811-7502*

## Equal Opportunity Statement

### A TENNESSEE BOARD OF REGENTS INSTITUTION

**AA – EEO – ADA Training Establishment.** For questions or further information regarding special populations, please contact Alison Nunley at (931) 484-7502 Ext. 126 or [alison.nunley@tcatcrossville.edu](mailto:alison.nunley@tcatcrossville.edu). Tennessee College of Applied Technology Crossville, does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual conduct, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by the Board TBR Policy Guideline P-080. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President, 910 Miller Avenue, Crossville, TN 38555, 931-484-7502 or [discrimination@tcatcrossville.edu](mailto:discrimination@tcatcrossville.edu) or [titleix@tcatcrossville.edu](mailto:titleix@tcatcrossville.edu).