



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY

PULASKI

# STUDENT HANDBOOK/CATALOG VOLUME XXIII

**GOVERNED BY:**

**THE TENNESSEE BOARD OF REGENTS  
ONE BRIDGESTONE PARK, THIRD FLOOR  
NASHVILLE, TN 37214  
(615) 366-4405**

**ACCREDITED MEMBER**

**COMMISSION OF THE COUNCIL ON  
OCCUPATIONAL EDUCATION**

**7840 ROSWELL ROAD \* BUILDING 300 \* SUITE 325  
ATLANTA, GA 30350  
PHONE (770) 396-3898 \* (800) 917-2081**

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY-PULASKI**

**With campuses at Pulaski, Lawrenceburg, Loretto, Spring Hill, and  
Summertown**

**Student Handbook/Catalog**

**Volume 23  
2018 – 2019**

**Main Campus**

P.O. Box 614  
1233 East College Street  
Pulaski, TN 38478  
Phone (931) 424-4014  
Fax (931) 424-4017

**Lawrenceburg Instructional  
Service Center**

Lawrence County High School  
1800 Springer Road  
Lawrenceburg, TN 38464  
Phone (931) 762-9412

**North Lawrence Instructional  
Service Center**

Summertown High School  
411 West College Street  
Summertown, TN 38483  
Phone (931) 964-3539

**South Lawrence Instructional  
Service Center**

Loretto High School  
525 2<sup>nd</sup> Avenue South  
Loretto, TN 38469  
Phone (931) 231-8850

**Northfield Instructional Service Center**

5000 Northfield Lane  
Spring Hill, TN 37174  
Phone (931) 489-5974

Web Page: [www.tcatpulaski.edu](http://www.tcatpulaski.edu)

Tony Creecy, President

For information about graduation rates, placement rates and other important information, please visit our website at [www.tcatpulaski.edu/programs](http://www.tcatpulaski.edu/programs)

A copy of Tennessee College of Applied Technology-Pulaski's Annual Security Report is available. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by TCAT-Pulaski; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You may obtain a copy of this report by contacting the Student Services office.

## Governance, Accreditation, and Approvals

---

### Governance

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

Tennessee Board of Regents  
One Bridgestone Park, Third Floor  
Nashville, Tennessee 37214  
(615) 366-4405

Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243  
(615) 741-3605

### Accreditation

The Tennessee College of Applied Technology-Pulaski is an accredited higher education institution. An annual report of the school's progress is made each year for continuing accreditation and every six years the accreditation must be substantiated by another self-study and team visit. TCAT-Pulaski is accredited by:

Commission of the Council on  
Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

Telephone (Toll-Free): 800-917-2081  
Fax: 770-396-3898  
[www.council.org](http://www.council.org)

### Veteran Training

The Tennessee College of Applied Technology-Pulaski is an approved school for Veterans Training (GI Bill). For information on using Veteran benefits please contact the Financial Aid Department in the Student Services Office or the number listed below.

VA Education  
110 9th Ave South  
Nashville, TN 37203  
1-888-442-4551

## Tennessee Boards Approval

The Practical Nursing and Pharmacy Technician programs of the Tennessee College of Applied Technology-Pulaski are approved by the following boards respectively:

Tennessee Board of Nursing  
Department of Health  
283 Plus Park Blvd.  
Nashville, TN 37247

Tennessee Board of Pharmacy  
500 James Robertson Parkway  
2<sup>nd</sup> Floor  
Nashville, TN 37243-1149

For more information on the institution's governance, accreditation, or approvals, visit the Office of the President.

## POLICY STATEMENT

---

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

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

All persons availing themselves of this opportunity for training are expected to fulfill his/her commitment to utilize the facilities provided and to make satisfactory progress in his/her preparation for employment. Also, each student will abide by the policies necessary to assure all training achieves its intended purpose in an efficient and safe manner. Efforts are made to update equipment and course content in order to provide educational experiences necessary for an era of rapid technological change. The administrative and instructional staff is comprised of skilled and knowledgeable journeymen who are competent in an occupational field, as well as being proficient instructors. They avail themselves of special in-service training such as state directed workshops, field trips, community and university courses. Graduates of the Tennessee College of Applied Technology-Pulaski should not be expected to compete with journeymen who have developed skills and on the job experience. Usually, the graduates are considered for "entry-level" employment in their respective occupations. The course offerings and requirements of the Tennessee College of Applied Technology-Pulaski are continually under examination and revision. This Student Handbook/Catalog presents the offering and requirements in effect at the time of publication, but provides no guarantee that offerings will not be changed or rescinded.

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

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

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

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

## TABLE OF CONTENTS

---

<b>Governance, Accreditation, and Approvals</b> .....	<b>3</b>
<b>Governance</b> .....	<b>3</b>
<b>Accreditation</b> .....	<b>3</b>
<b>Veteran Training</b> .....	<b>3</b>
<b>Tennessee Boards Approval</b> .....	<b>4</b>
<b>POLICY STATEMENT</b> .....	<b>5</b>
<b>ACADEMIC CALENDAR</b> .....	<b>9</b>
<b>HISTORY</b> .....	<b>10</b>
<b>GENERAL INFORMATION</b> .....	<b>11</b>
<b>What is a Tennessee College of Applied Technology-Pulaski?</b> .....	<b>11</b>
<b>Vision</b> .....	<b>11</b>
<b>Statewide Mission</b> .....	<b>11</b>
<b>TCAT-Pulaski Purpose</b> .....	<b>11</b>
<b>ADMISSIONS</b> .....	<b>12</b>
<b>General Admission Policy</b> .....	<b>12</b>
<b>Technology Foundations</b> .....	<b>13</b>
<b>Policy on Affirmative Action Title VI, Section 504 Americans Disabilities Act of 1990 Public Law 101-336</b> .....	<b>14</b>
<b>U.S. Selective Service</b> .....	<b>14</b>
<b>Disabled Students</b> .....	<b>14</b>
<b>Foreign Students</b> .....	<b>15</b>
<b>Credit for Previous Training from Other Institutions/Experience</b> .....	<b>15</b>
<b>Re-Admission Policy</b> .....	<b>16</b>
<b>Readmission from Suspension (All programs except Allied Health)</b> .....	<b>16</b>
<b>Readmission from Suspension (Pharmacy Tech &amp; Practical Nursing)</b> .....	<b>17</b>
<b>TUITION AND FEES</b> .....	<b>18</b>
<b>Fee Assessment</b> .....	<b>18</b>
<b>Maintenance Fees</b> .....	<b>19</b>
<b>Dishonored Check Collection Fees</b> .....	<b>19</b>
<b>Fee Waivers</b> .....	<b>20</b>
<b>Fee Discounts</b> .....	<b>20</b>
<b>Refund Policy</b> .....	<b>20</b>
<b>Calculation of Refunds</b> .....	<b>21</b>
<b>GRADING SYSTEM</b> .....	<b>21</b>
<b>Grading and Progress Policy for All Programs (except Nursing &amp; Allied Health)</b> .....	<b>21</b>
<b>Student Grading and Progress for Nursing &amp; Allied Health</b> .....	<b>22</b>
<b>STUDENT RECORDS</b> .....	<b>22</b>
<b>Student Files</b> .....	<b>22</b>
<b>Student Record Confidentiality</b> .....	<b>23</b>
<b>Student Notification of Rights</b> .....	<b>23</b>
<b>Release of Personally Identifiable Information</b> .....	<b>24</b>
<b>Release of Personally Identifiable Information Permitted by Specific Federal Laws</b> .....	<b>25</b>
<b>Transcript of Academic Record</b> .....	<b>26</b>
<b>Title VI Rights</b> .....	<b>26</b>
<b>Title IX Rights</b> .....	<b>27</b>
<b>Pregnant and Parenting Students</b> .....	<b>28</b>

<b>STUDENT POLICIES</b> .....	<b>28</b>
Attendance Policy .....	28
Full-Time Students .....	29
Part-Time Students .....	29
Re-admission from Suspension .....	30
Attendance Records .....	30
Changes in Enrollment Status .....	30
Classroom and Shop Maintenance .....	30
Responsibility for Tools, Equipment and Property .....	31
Course Activities.....	31
Dress Policy .....	31
Attitude .....	31
ID Badges.....	31
Program Transfer Policy .....	32
Transfer from TCAT-Pulaski to Other Institutions.....	32
Transfers of Students from Other Institutions .....	32
Procedure for Terminating Training.....	32
Health and Accident Policy .....	33
Student Insurance.....	33
Program Awards .....	33
Graduation Ceremonies .....	34
<b>STUDENT CONDUCT</b> .....	<b>34</b>
Student Accountability/Conduct.....	34
Academic Honesty Policy.....	34
Computer Operation and Internet Access Policy and Guidelines .....	34
Copyright and Digital Millennium Act .....	36
Patriot Act Notice to All Students.....	37
Traffic and Parking Rules.....	37
Disabled/Handicapped Parking Violations .....	37
Campus Security Act.....	38
Criminal Background Checks .....	38
Drug-Free Campus and Workplace.....	38
Smoking Policy .....	38
Drug and Alcohol Prevention Information.....	39
Student Life Activities.....	42
Student Services .....	42
Alumni .....	43
Career Counseling.....	43
Communication Devices .....	43
Exit Interview.....	43
Inclement Weather .....	43
Safety Policy.....	45
Firearms .....	45
Drug Search .....	46
Emergency Procedures .....	46
Campus Violence Policy .....	46
Visitors on Campus.....	57
<b>ACADEMIC SUPPORT</b> .....	<b>57</b>
Instructor Qualifications .....	57
Continuing Programs.....	57
Non-continuing Supplemental Programs .....	57
Special Industry Training Programs .....	57

Notice of Disclaimer .....	58
Internship.....	58
Library and Media Services .....	58
<b>CONSUMER INFORMATION .....</b>	<b>58</b>
Students Right-To-Know Graduation Rate.....	58
Voter Registration .....	58
Advisory Committees.....	58
<b>PROGRAMS AT A GLANCE .....</b>	<b>59</b>
Alphabetical Program Listing .....	59
Testing Center .....	75
<b>LIVE WORK AND REPAIR SERVICES .....</b>	<b>76</b>
Live Work Fee & Cost of Service Fees.....	76
Relationship to Training.....	76
Live Work Projects .....	76
Administration of Live Work.....	77
Release of Liability .....	77
<b>STAFF DIRECTORY .....</b>	<b>78</b>
Administration Office .....	78
Business Office /Human Resources Office .....	78
Faculty .....	78
Information Technology .....	80
Maintenance .....	80
Student Services Department.....	81
<b>FINANCIAL AID HANDBOOK.....</b>	<b>82</b>
Applying for Assistance.....	84
Available Financial Aid.....	84
Appeals Process and Guidelines.....	85
Benefit Programs .....	86
Disbursement.....	87
Satisfactory Progress for Financial Aid .....	87
Leave of Absence (LOA).....	89
Professional Judgement.....	90
Refunds and Financial Aid.....	90
Return of Title IV Funds Policy .....	90
Repayment of Title IV Funds by the Student to the Department of Education .....	92
Applying the Return of Title IV Funds Policy and the TBR Refund of Maintenance and Technology Access Fee Policy .....	92
Student Rights and Responsibilities .....	92
<b>TENNESSEE BOARD OF REGENTS POLICIES (TBR) AND GUIDELINES FOR TCAT'S .....</b>	<b>94</b>
Instructional Projects at Colleges of Applied Technology: TCAT-010 .....	94
TCAT-Pulaski Philosophy of Conflict Resolution .....	97
Student Notice Regarding Complaints & Grievances at TCAT-Pulaski .....	97
Uniform Procedures for Grievances by Students at TCAT's: TCAT-023 .....	97
General Policy on Student Conduct & Disciplinary Sanctions: 3:02:00:01.....	99
Discrimination & Harassment - Complaint & Investigation Procedure: P-080 .....	116
Student Due Process Procedure: 3:02:01:00 .....	129
Fees and Refunds: TCAT-080.....	130



## ACADEMIC CALENDAR

---

The Tennessee College of Applied Technology-Pulaski-Pulaski operates on a year-round basis dismissing only for observance of legal holidays, teacher in-service, breaks between terms and student vacation days.

The calendar for the Tennessee College of Applied Technology-Pulaski is based on three equal trimesters:

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

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

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

432 hours = 1 trimester

864 hours = 2 trimesters

1296 hours = 3 trimesters

1728 hours = 4 trimesters

2160 hours = 5 trimesters

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

**Note:** See calendars at the end of the student handbook/catalog.

## HISTORY

---

The Tennessee College of Applied Technology-Pulaski is one of 27 applied technology colleges across the state serving the citizens of Tennessee. This system of schools was made possible by legislation enacted by the 1963 General Assembly of Tennessee, Chapter 229 of House Bill 633.

Chapter 181, Senate Bill 746-House Bill 697, of the Public Act of 1983 transferred the governance of the state technical institutes and area vocational-technical schools from the State Board of Education to the Tennessee Board of Regents. The transfer became effective on July 1, 1983, and includes 46 institutions, being the sixth largest system of higher education in the nation. By action of the Tennessee Legislature, the school name changed in 1994 from Pulaski State Area Vocational Technical School to Tennessee Technology Center at Pulaski.

In 2013, the Legislature unanimously approved changing the name of the state's technology centers to the Tennessee Colleges of Applied Technology.

The Tennessee Board of Regents and the Board of Trustees of the University of Tennessee System are coordinated by the Tennessee Higher Education Commission (THEC). THEC was created by the General Assembly in 1967 in order to achieve better coordination and unity in the programs of public higher education in Tennessee.

## GENERAL INFORMATION

---

### What is a Tennessee College of Applied Technology-Pulaski?

A Tennessee College of Applied Technology-Pulaski is an institution, which serves people in a broad geographical area consisting of two or more counties offering technical/occupational education. Tennessee has 27 technology colleges, 26 of them (all except Chattanooga) are freestanding institutions. Tennessee Colleges of Applied Technology (TCATs) are the state's premier providers of workforce development. The 27 TCATs and their employees provide state-of-the art technical training for workers to obtain the technical skills and professional training necessary for advancement in today's competitive job market. Through their workforce development mission, the TCATs help businesses and industries satisfy their need for a well-trained, skilled workforce. Under the governance of the Tennessee Board of Regents, the TCATs offer certificate and diploma programs in more than 50 distinct occupational fields as well as customized training for business and industry.

### Vision

To enhance quality of life of:

- The individual Tennessee citizens
- The Tennessee family
- The local community

### Statewide Mission

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

- Providing competency-based training through 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.

Revised: August 21, 2013 Directors' Meeting; September 20, 2013 TBR Quarterly Board Meeting

### TCAT-Pulaski Purpose

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

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

1. Full-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. These programs are offered on a six-hour per day basis. The length of programs can vary depending upon the requirements of the occupation.
2. Part-Time Preparatory programs are designed to prepare persons for employment in specific or closely related occupations. The part-time preparatory program is offered on less than full-time basis. Length of training ranges from a few months to four years depending upon the entrance requirements of the occupation. Part-time is classified as any hours less than 30 per week.
3. Supplemental programs are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary for present employment or to acquire new skills and knowledge for a higher level of employment. The length of supplementary courses varies from two to several weeks. Content of the courses is determined by the specific needs of the members of the class. Time and frequency of meetings are arranged according to the convenience of the group for which the class is organized.
4. Special Industry and Public Service programs are offered to business and industry upon their request. These classes can be conducted in the school or place of employment of the class members. Specialized and intensified courses to meet specific requirements of industry may be offered when the need arises.
5. Dual Enrollment Courses area available to secondary students in selected programs which allows them to earn postsecondary credit toward a Tennessee College of Applied Technology-Pulaski certificate and/or diploma.
6. Online are designed to prepare persons for employment in specific occupations. Currently, TCAT-Pulaski is not offering any programs online.

## ADMISSIONS

---

The Tennessee Board of Regents establishes the admission requirements for age, status, counseling and testing. Tennessee College of Applied Technology-Pulaski maintains an open-door policy for admission into occupational programs. However, educational requirements for admission vary from program to program.

### General Admission Policy

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

- Discuss primary objectives with Student Services and speak with instructor/view program, if desired;
- Complete an application for enrollment and file it with Student Services;
- Complete TCAT-Pulaski Checklist;
- Allied Health Programs provide TCAT-Pulaski with official copies of high school transcript/diploma, college transcript/degree, or GED or HiSET scores. (See chart below for specific program requirements).
- Submit proof of immunization: MMR -Measles, Mumps, and Rubella; and Varicella (chickenpox) or meet an exemption.
- Complete the Free Application for Federal Student Aid (FAFSA) if seeking financial aid assistance, or have a financial plan for attending the institution.

**Once accepted:**

The applicant is added to the interest list on the date the application, immunization records, FAFSA, and educational verification is received by the college. The applicant will be notified when a vacancy occurs. If the applicant refuses the offer of the vacancy, Student Services has the option of delaying the applicant's entry to the next available slot. Any applicant who refuses a second offer of a vacancy will be removed from the waiting list. Periodic letters will be sent to those on long interest lists to determine their continued interest. Any applicant who does not respond in an appropriate time period will be dropped from the interest list.

Applicants will be contacted to attend new student orientation. Prior to or upon the first day of attendance at TCAT, each new student participates in a group orientation session, which acquaints him or her with policies, functions and personnel of the institution. However, the orientation process is an ongoing program which involves departmental orientation, safety policies, and development of work attitudes, habits and behaviors which help the student to use most effectively the resources available to him/her at TCAT.

Applicants failing to attend orientation who still desire to attend should contact Student Services to reactivate their application.

In addition to the general admission criteria, specific educational and physical requirements must be met by applicants in the following programs:

<b>Practical Nursing</b>	H.S. Diploma, GED or HiSET; Information Session; Passing score on the HESI Exam; Three References; Satisfactory Physical with all required immunizations; Pass Drug Screen; and background check with cost the responsibility of the student.
<b>Patient Care Technology/Medical Assisting and Pharmacy Technician</b>	H.S. Diploma, GED or HiSET; Information Session; Satisfactory Physical with all required immunizations; Pass Drug Screen; and background check with cost the responsibility of the student.

## Technology Foundations

Upon enrollment:

1. Students complete the Technology Foundation assessment test to determine their present skill level in math, reading, language and communication, and locating information (except allied health students who complete an entrance exam).
2. Individuals are scheduled to complete Technology Foundations to develop skills to enhance their program of study.

The purpose of the Technology Foundations course is to provide a comprehensive program of activities that will enable students to develop and/or enhance their basic skills, life skills, and job skills. The Technology Foundations course will provide supplemental skill training necessary for students to reach their fullest potential in the workplace. Students must complete Technology Foundations in order to graduate.

Services available to students include the following:

- Student Assessment: KeyTrain©
- Developmental Studies: Reading, Math, Language, etc.
- Workplace and Employability Skill Development: Resume Development
- Workplace Ethics and Employer Expectations

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

The Tennessee College of Applied Technology-Pulaski is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, color, religion, national origin, age, disability or veteran status.

### U.S. Selective Service

All persons who are required to register for Selective Service under 50 U.S.C. App. Section 453 must do so before being accepted for enrollment at any post-secondary institution, including the Tennessee College of Applied Technology-Pulaski. Almost all male U.S. citizens, regardless of where they live, and male immigrant aliens residing in the U.S., are required to be registered with Selective Service if they are at least 18 years old, but are not yet 26 years old. Failure to register with the Selective Service is a felony. This information is required on the TCAT-Pulaski checklist when applying for admission to the College. Additional requirements can be found at: [www.sss.gov](http://www.sss.gov).

### Disabled Students

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

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

In order to receive "reasonable accommodations" as set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, a student with disabilities must meet the following guidelines: Notify the Title IX Coordinator prior to enrollment or as the need arises.

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

Tennessee College of Applied Technology-Pulaski will take appropriate steps to assure that anyone having a disability will receive necessary assistance in accordance with federal and state law to achieve success in any chosen program. A request form for disability assistance is available by contacting the

Office of Student Services. The form along with full, signed documentation of the assessment identifying the job-related limitations imposed by the disability, identifying and recommending potential accommodations must be submitted. Once the paperwork is returned to the Title IX Coordinator, it will be reviewed to determine if the submitted paperwork is complete and the student will be notified as to whether an accommodation request is reasonable.

The facility includes, but is not limited to special parking, curb and entrance ramps, special equipped restrooms, water fountains, and classroom equipment as needed. TCAT-Pulaski affirms that no qualified person, by reason of disability, be denied access to, participation in, or the benefit of, any program or activity operated by the college. Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated settings.

## Foreign Students

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

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

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

TCAT-Pulaski is not approved by the Department of Homeland Security to verify and/or extend Visa. Therefore, it will be the responsibility of the student to meet their Visa requirements. Foreign students who speak little English are encouraged to enroll in an ESL program before enrolling in classes.

## Credit for Previous Training from Other Institutions/Experience

Students may be given credit toward program completion requirements upon demonstration of common competencies. Students requesting credit for prior education/training or experiences may do so through two sources of prior credit that can be reviewed by instructors for recommendation for the student to receive credit towards a course in a Tennessee College of Applied Technology-Pulaski program of study.

1. Credit from a sister TCAT institution
2. Credit from all other institutions, work experiences, certifications, etc.

Note that the instructor's role is only to recommend the granting of prior credit towards a certificate or diploma. Recommendations must then be reviewed and approved by Student Services.

Upon pre-enrollment/enrollment, students desiring credit for prior experience or education must complete a *Previous Training/Experience Form* identifying any possible prior credits. The completed form will be submitted to the program instructor for completion with recommendation of credit and submitted back to the Student Services Office, along with an official transcript, including a course description(s) from the institution that the student feels is a match for a course(s) in a TCAT program of study.

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

Credit for the previous training should be established by the end of the first term of each student's enrollment. Credit can be established by:

1. **Testing:** A student may demonstrate proficiency through oral, written, and/or skill performance. The test will be administered by the program instructor and the completed test maintained until a final transcript is prepared (upon the student's completion or exit of the program). Recommended credit must be documented on a prior credit request form and filed in the student's folder in the Student Services Office.
2. **Transcript:** Prior credit may be granted to students by transcripts from schools meeting the following criteria:
  - a. **Other TBR schools.** The instructor should evaluate the transcript to ensure that credit is given only for those courses or units that coincide with units of instruction for this program.
  - b. **Schools not governed by TBR but which have an articulation agreement with TCAT-Pulaski.** Credit will be given as specified in the articulation agreement.
  - c. **Students who are transferring from a program certified by a state or national governing board such as practical nursing and pharmacy technician t may be granted credit for completed certified units as prescribed by the certifying agency.**
  - d. **Institutions not governed by TBR but which have courses similar to the program of instruction at TCAT.**

A student may apply for credit by transcript according to the curriculum, type of equipment used for training, and relevance of training. Additionally, past work experience will be evaluated for relevant, type of equipment used and length of employment. Based on this evaluation, the instructor will recommend the amount of credit to be given or recommend that the student complete a challenge test to determine credit. The prior credit form in the orientation folder should be completed by the student and instructor and submitted to the Student Services Office to be reviewed by the end of the first term of the student's enrollment.

## Re-Admission Policy

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

### Readmission from Suspension (All programs except Allied Health)

The President, in coordination with the Coordinator of Student Services, may consider for re-admission



an applicant who has been suspended. Criteria that will be considered in assessing candidacy for re-admission are as follows:

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

Probationary guidelines may be imposed based on the following violations:

**Attendance Violations:** Any student suspended for poor attendance must sit out one full term, but will be eligible to return the following term provided space is available.

**Unsatisfactory Progress:** A student suspended for unsatisfactory progress evaluation must sit out for one term, but will be eligible to return the following term provided space is available.

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

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

### Readmission from Suspension (Pharmacy Tech & Practical Nursing)

Any student who voluntarily withdraws from an Allied Health Program and desires readmission must reapply. Any student who was suspended from an Allied Health Program due to academic failure and wishes to reapply to the program must also complete the application process. The Director of Nursing and Allied Health Coordinator will review each case and may recommend readmission to the school President. Criteria that the Director of Nursing/Allied Health Coordinator will consider in determining readmission includes demonstration of the student's willingness to address the deficiencies that contributed to the prior suspension and assessment of the likelihood that the readmitted student may succeed.

Any student who has been suspended twice and/or suspended from the Allied Health program due to violation of attendance, academic/clinical performance may be denied re-admission.

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

# TUITION AND FEES

---

## Fee Assessment

Fees are assessed each term in accordance with an approved fee schedule for Tennessee Colleges of Applied Technology. Maintenance Fees are based upon the number of clock hours the student is scheduled to attend for the term as outlined below for **on-ground students**. In addition to paying a Maintenance Fee each term, **on-ground students** must pay a Technology Access Fee and a Student Activity Fee each term. Fees may be paid by cash, check, and money order, or credit card or by charging against Financial Aid. No two-party checks or partial payments accepted. *Students must pay their fees before being admitted to class each term. Students will be counted absent until tuition and fees are paid.*  
 NOTE: Fees subject to change without notice.

Tennessee Colleges of Applied Technology				
Fee Schedule				
Effective Fall Trimester, 2018				
TRIMESTER SCHEDULE				
TRI Hours	FY 16-17 Maintenance Fee	TRIMESTER SAF	TRIMESTER TAF	TRIMESTER TOTAL
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	1076.00	10.00	67.00	1,153.00
341-432	1204.00	10.00	67.00	1,281.00

**Special Academic Fees:**

<b>Licensed Practical Nursing</b>	<b>\$ 100.00</b>	<b>Per trimester</b>
<b>Welding</b>	<b>\$ 100.00</b>	<b>Per trimester</b>

**Books, Supplies and Expenses** Students must provide the following as required by the area of training in which enrolled:

1. Texts, workbooks, paper, tools, and pencils
2. All parts and materials used on personal projects
3. Uniforms, safety glasses, and other personal items are required by specific occupational areas.

All materials, books, and supplies purchased from the bookstore by the student become the property of the student and are non-refundable.

## Other Fees

Drug screening fees, Background Checks, Clinical Fees, Liability Insurance, Welding Fees, Testing Fees, and other special academic fees are non-refundable.

In compliance with TBR B-060: Appeal process regarding fees, charges, and refunds, students have the right to appeal all fees, charges, or refunds assessed to their account if they are believed to be in error. Appeals must be submitted in writing to the Student Services Office for a review. If the charges are deemed to be appropriate, students may submit their appeal to the President of TCAT-Pulaski for their determination, which will be final.

## Maintenance Fees

- a. **Full-time Programs** – All Tennessee College of Applied Technology-Pulaski students, whether residents or non-residents, shall pay the current maximum maintenance fee as approved by the Tennessee Board of Regents. All full-time students enrolling for 341 - 432 hours, whether residents or non-residents, shall pay the current maximum maintenance fee as approved by the Tennessee Board of Regents. Students enrolling or completing between term beginning and ending dates will pay a prorated fee for that term based upon the fee schedule.
- b. **Part-time Programs** – Students enrolling part-time or in short term, supplemental or special programs of less than 341 hours will be assessed a fee based on the length of the program in which he or she is enrolled. Full-time students enrolling in part-time or special industry classes will be assessed the part-time fee.
- c. **Secondary Students** – The TCAT will negotiate with each school district the appropriate fee for their students enrolling at the TCAT.
- d. **Special Industry Training** – Student fees shall not be individually assessed for special industry training. All charges will be made to the receiving industries and shall be credited to the school's appropriate Grants and Contracts revenue account.
- e. **Other Students** – For credit classes, a fee of \$60 per term (including maintenance fee and tech access fee) may be charged to persons with a permanent and total disability, and persons who will become 65 years of age or older during the academic term in which they begin classes and who are domiciled in Tennessee. This only applies to enrollment on a space-available basis. Fees may be discounted or considered as scholarships for full-time state employees, TBR employees, spouses and dependents as well as children of certified public school teachers. Before any student is counted as enrolled, the maintenance fee must be paid. Maintenance fees may not be waived unless extenuating circumstances are present according to TBR policy at the approval of the President and Vice Chancellor. After a student has properly completed the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule.

## Dishonored Check Collection Fees

The payment of fees may be made by cash, check, credit card, or money order. If a student pays fees with a check that is not honored by the bank, the student will be notified by the person so designated at the Tennessee College of Applied Technology-Pulaski. If the check is not paid in cash within 15 calendar days from the date of notice, that student will be withdrawn from classes. An additional returned check fee of \$30 will be assessed. The institution may deny future check writing privileges to students who have paid registration fees with checks that are subsequently dishonored. (Policy 4:01:03:00 page 1). Once a check is returned for insufficient funds a second time, students are required to pay with a cashier's

check or cash in subsequent terms. Any past due debts must be paid prior to any additional registration and no grade reports, certificates, or diplomas will be issued until the debt is paid.

## Fee Waivers

Full-time state employees (to include TBR and UT employees) may enroll in training programs on a space-available basis without paying maintenance, technology access fees, and student activity fees through the use of a PC-191 waiver. Every dependent child in this state under twenty-three (23) years of age, whose parent was killed, died as a direct result of injuries received or has been officially reported as being either a prisoner of war or missing in action while serving honorably as a member of the United States armed forces during a qualifying period of armed conflict or was formerly a prisoner of war or missing in action under such circumstances, or the spouse of such veteran, is entitled to a fee waiver.

**Note:** All persons eligible for maintenance fee waivers or discounts must provide appropriate documentation prior to registration.

## Fee Discounts

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

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

## Refund Policy

The college will automatically calculate and process a refund for any student that withdraws during the refund period. All refund checks are mailed directly to the student within 30 days of receipt of the request.

Eligibility for Refunds:

1. The change in a full-time student's schedule which results in reclassification to a part-time student.
2. A change in a part-time student's schedule, which results in a class load of fewer hours.
3. Voluntary withdrawal from the College within the refund period.
4. Cancellation of a program by the College.
5. Death of a student.
6. Students administratively dismissed WILL NOT be eligible for refunds.

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

## Calculation of Refunds

1. Full Refund:
  - a. 100% of fees will be refunded for classes cancelled by the College.
  - b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
  - c. 100% of fees will be refunded in the case of death of the student during the term.
2. Partial Refund:
  - a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
  - b. A refund of 50% may be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
  - c. No refund may be permitted after 20% of the class hours have been completed.
3. There will be NO refund after the first official day of classes when a minimum fee is collected.

\*Please note:

- Bookstore purchases, special academic fees, and liability insurance are non-refundable.
- Costs charged against a financial aid award may result in the refund to state or federal entities.
- Refund checks are requested by TCAT-Pulaski Coordinator of Student Services/Financial Aid and are disbursed to the student.

## GRADING SYSTEM

---

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

Failure to maintain a "C" average or better at the end of the trimester may result in termination from the program.

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

#### Grade Scale (except Nursing & Allied Health)

A (94-100)  
B (87-93)  
C (80-86)

D (73-79)  
F (0-72)

Each student will be evaluated on a term basis. The term grade report will reflect each student's progress in the categories of Skill Proficiency, Related Information (theory) and Worker Characteristics.

**Progress:** Instructors shall have a course outline/curriculum that stipulates the customary length of time for a module of study. Instructors shall consult with their advisory committees on their course outline/curriculum. Student Services personnel shall communicate the concept of progress to new enrollees during orientation. Instructors shall communicate their program's specific progress schedule to every incoming student. Instructors shall create and maintain a grading system whereby those students not maintaining the stated progress for a specific module of study will receive a grade that reflects that lack of progress. Instructors shall inform all students, existing and new, of the grading policy.

A student must maintain a "D" or better average per course and a "C" (80) or better overall average per term. Failure to do so may result in termination at the end of the grading period.

Since all occupational training offered in the area colleges involves technical knowledge and occupational and employability skills, students are encouraged to apply themselves to achieve success in their chosen vocational objective.

## Student Grading and Progress for Nursing & Allied Health

Nursing and Allied Health students receive a theory grade in each subject. Academically, grades of A, B, and C are considered satisfactory progress; grades of "D or F" are considered unsatisfactory progress. A student who receives an unsatisfactory academic grade at the end of the term or unit will be suspended from the program due to failure to progress. All grades/grade averages will be calculated to the tenth place. If the tenths place is 0.5 or greater the next whole numerical number will be assigned. (i.e. 79.5 = 80) If the tenths place is 0.4 or less the standing numerical grade will be assigned. (i.e., 79.4 = 79). Students must maintain a satisfactory average "C" (80) or better average per course.

### Grade Scale for Practical Nursing & Allied Health

A (94-100)

B (87-93)

C (80-86)

D (73-79)

F (0-72)

## STUDENT RECORDS

---

### Student Files

A permanent file is maintained on each current and former student who has enrolled in Tennessee College of Applied Technology-Pulaski. The College complies with TBR guidelines S-020 on confidentiality of student records and G-070 on disposal of records. Guideline G-070 stipulates that a permanent file be maintained on each current and former student who has enrolled in TCAT. Each permanent student record will contain a minimum of the following information: 1) academic records; 2) disciplinary files; 3) matters resulting in expulsion or suspension.

The Tennessee College of Applied Technology-Pulaski complies with the Gramm-Leach-Bliley Act: Security Information Program guidelines that set standards for protection of all nonpublic financial information.

## Student Record Confidentiality

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

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

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

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

All student records are kept confidential and may only be released by written consent of the student and/or court order. Students may review personal records by making a written request to the Office of Student Services. Copies of records may be obtained by making a written request and identifying the item to be copied.

## Student Notification of Rights

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

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

A student has a right to inspect and review their education records within 45 days of the day the TCAT receives a request for access. Students should submit a written request to the Student Services Coordinator that identifies the record(s) they wish to inspect. The Student Services Office will notify the student of the date and time when the records can be inspected.

As per TBR Policy S-020, 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 Student Services Coordinator and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College 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.

## Release of Personally Identifiable Information

TCAT-Pulaski will obtain the student's written, signed consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. TCAT-Pulaski has a FERPA release form which gives the college permission to speak with others on their behalf. For information on the FERPA release form, visit the Student Services Office.

The FERPA law permits disclosure without consent, to college officials with legitimate educational interests. A college official has a legitimate educational interest if the official is a person employed by TCAT-Pulaski in an administrative, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board; or, a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.

A school may disclose personally identifiable information without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

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

- Name
- Address
- Date of birth
- Telephone listing
- Course of study
- Dates of attendance
- Awards earned
- Most recent previous institution attended
- Other information of the type above specifically approved by the institution or school as acceptable directory information

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



## Release of Personally Identifiable Information Permitted by Specific Federal Laws

### **FERPA and Subpoenas**

In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action.

TCAT-Pulaski makes a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

### **FERPA and Health Records** 45 CFR Part 160; 45 CFR Part 162; 45 CFR Part 164

Your schools' Office of Disability Services (ODS) normally obtains and maintains health records for each student who applies for services or waivers. So, the receipt and maintenance of health records by student services' units is well established. If a health record is used to make a decision in regard to a student's education program, (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirement, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provisions for safeguarding the record applies.

### **Health and Safety Exemption Requirement** 34 CFR 99.31(a) (10) & 34 CFR 99.36

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. The school follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency *if knowledge* of the information is necessary to protect the health or safety of the student or other individuals.

### **Patriot Act changes to FERPA:**

In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. *Public Law 107-56; DCL April 12, 2002*

TCAT-Pulaski complies with the changes made to FERPA as a result of the USA Patriot Act as outlined in *DCL April 12, 2002*.

### **Patriot Act changes to FERPA:**

For more information on TCAT-Pulaski's policies related to student records or for more information on FERPA, contact the Student Services Office. Additional information may be found at:

Coordinator of Student Services  
Tennessee College of Applied Technology-Pulaski  
1233 East College Street  
Pulaski, TN 38478  
(931) 424-4014  
[www.tcatpulaski.edu](http://www.tcatpulaski.edu)

Tennessee Board of Regents  
One Bridgestone Park, Third Floor  
Nashville, TN 37214  
[www.tbr.edu](http://www.tbr.edu)  
Policy 3:02:03:00-Confidentiality of Student Records

FERPA Contact Information:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Ave. S. W.  
Washington, DC 20202-4605  
Phone: 202-260-3887  
[www.ed.gov/officese/OM/fpco](http://www.ed.gov/officese/OM/fpco)

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

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

## Transcript of Academic Record

A transcript of training completed will be prepared and supplied to students upon request. All requests for transcripts must be with a Transcript Release Form signed by the student and this release will expire when the request is finalized. The school will keep a permanent record of training. Any student with an encumbrance will **not** be allowed to receive transcripts or awards. Also, any student who changes his/her name or address should notify the main office so that accurate records may be maintained.

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

## Title VI Rights

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

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

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

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

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

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

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

Mike Whitehead  
 Title VI Coordinator  
 1233 East College Street  
 Pulaski, TN 38478  
 (931) 424-4014

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

TCAT-Pulaski's grievance procedures for filing complaints of race, color, or national origin discrimination are available from the Title VI Coordinator, in the Student and Employee Handbooks, from the Student Services Office, on the governing board web site at <https://www.tbr.edu>

## Title IX Rights

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

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

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

- A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

Tennessee College of Applied Technology-Pulaski does not discriminate on the basis of sex in its education programs and activities. TCAT-Pulaski’s policy on preventing Sex Discrimination is available from the Title IX Coordinator, on its website, in the Student and Employee Handbooks, and from the Student Services Office.

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

Mike Whitehead  
 Title IX Coordinator  
 Pulaski Main Campus  
 1233 East College Street  
 Pulaski, TN 38478  
 (931) 424-4014

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

TCAT-Pulaski’s grievance procedures for filing complaints of sex discrimination are available from the Title IX Coordinator, in the Student and Employee Handbooks, from the Student Services Office, on the governing board web site at [www.tbr.edu](http://www.tbr.edu).

## Pregnant and Parenting Students

TCAT-Pulaski adheres to Title IX as the law applies to pregnant or parenting students.

### **Students may:**

- Continue to participate in classes and extracurricular activities even though pregnant.
- Request reasonable accommodations.

### **TCAT-Pulaski will work with pregnant students to provide excused absences and medical leave:**

- Absences due to pregnancy or childbirth are excused absences as long as one’s doctor says it is necessary.
- When returning from a medical leave, students may return to the same academic and extracurricular status as before their medical leave began, which should include giving them the opportunity to make up any work missed while they were out.
- Students may submit assignments after a missed deadline if missed due to pregnancy or childbirth.
- If grading is based in part on class participation or attendance and time was missed because of pregnancy and childbirth, the student will be allowed to make up the time.

For information or assistance see the TCAT-Pulaski Student Services or Title IX Coordinator.

## **STUDENT POLICIES**

---

### Attendance Policy

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

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

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

### Full-Time Students

- After a full-time student has been absent for a total of 5.5% of the hours for which he/she enrolled for the term, the Student Services Coordinator or a representative will counsel the student regarding their attendance.
- When a student has missed in excess of 42 hours (9.7%) of instruction, the Student Services Coordinator or a representative will further counsel the student and may suspend him or her for excessive absences. Any student who exceeds the number of hours allowed for the term must present documentation of extenuating circumstances.
- A student is considered tardy if not in the classroom at the designated time for class to start. Students arriving late to school will be charged as follows:

1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.

5 tardies—documented warning by instructor

6 tardies—documented warning by Student Services Office

7 tardies—referred to President for possible termination

### Part-Time Students

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

- After a part-time student has been absent for a total of 5.5% of the hours for which he/she enrolled for the term, the Student Services Coordinator or a representative will counsel the student regarding their attendance.
- When a student has missed in excess of (9.7%) of instruction, the Student Services Coordinator or a representative will further counsel the student and may suspend him or her for excessive absences. Any student who exceeds the number of hours allowed for the term must present documentation of extenuating circumstances.
- A student is considered tardy if not in the classroom at the designated time for class to start.
- Students arriving late to school will be charged as follows:

1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.

5 tardies—documented warning by instructor

6 tardies—documented warning by Student Services Office

7 tardies—referred to President for possible termination

## Re-admission from Suspension

Any student who exceeds the number of hours allowed for the term must present documentation of extenuating circumstances surrounding those absences and file a written appeal of the suspension to Student Services. This written appeal, complete with official documentation, must be received by Student Services within five (5) school days of notification of the pending suspension. The student may then be required to appear before an attendance appeals committee for review of the documentation and a decision of the suspension status will be issued within ten (10) school days of the initial notification of pending suspension.

## Attendance Records

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

## Changes in Enrollment Status

Due to extenuating circumstances, it is sometimes necessary for a student to change status or alter his/her attendance schedule. A change of status could be an increase or decrease in scheduled hours to attend. One change of status per term is allowable; however, students will normally not be allowed to change status during the term.

- Students may change status between terms; however, approval for the change in status must be granted prior to registration.
- A student may be allowed to change status from full-time to part-time or from part-time to full-time during the term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not be limited to, serious extended illness of the student, serious or extended illness or death of an include, but not be limited to, serious extended illness or death of an immediate family member, or other extraordinary circumstances that are beyond the student's control where continued enrollment creates a substantial hardship.
- Students must contact the Student Services Office to request a change in status. If a change in status is approved, the amount of any financial aid awards being received will be adjusted based on the revised scheduled hours for the term; therefore, all students must review the change in status request with the Financial Aid Office. Any amount that the student owes for financial resources already received must be paid prior to the effective date of the change. The institutional refund policy will be applied to determine if a refund is due.
- Additional procedures may apply for Wilder-Naifeh recipients in changing status. For students receiving the Wilder-Naifeh Technical Skills Grant award only, if the request of a change in status is denied, the student has the right to appeal.

## Classroom and Shop Maintenance

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

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

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

### Responsibility for Tools, Equipment and Property

Students are responsible for the proper use and care of tools, equipment and other school property. Students responsible for loss of or careless damage to school property may be requested to make adequate adjustment. Losses or damage must be reported to the instructor as soon as detected.

### Course Activities

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

### Dress Policy

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

Appropriate attire should be worn that is representative of what industry requires in the work place. Safety glasses are required in the shop areas, and loose clothing is prohibited when operating machinery. Appropriate dress is strongly encouraged and will be defined by your instructor. An important training goal for each student at TCAT-Pulaski is to develop a sense of personal pride in his or her appearance and chosen occupation. Students may be required to purchase certain prescribed clothing such as shop suits, steel-toe boots, pants, shirts, uniforms, etc., for their particular training area. Wear shoes and clothes suitable for the area enrolled and keep them neat.

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

### Attitude

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

### ID Badges

Students must wear their Tennessee College of Applied Technology-Pulaski student photo identification badges at all times while on campus. The badges must be worn so that they are visible. Upon termination from TCAT-Pulaski, students must return their ID badge to the instructor/Student Services office. Students must present ID badge to receive financial aid residual checks. Students who lose their student ID badge must stop by the business office during normal operating hours to report the card lost or stolen. A replacement fee of \$10 plus tax must be paid and a receipt must be presented to school personnel in Student Services before a new ID badge will be made.

## Program Transfer Policy

It is expected there will be very limited transfer between programs, since every attempt is made to place the student into a suitable area at the time of enrollment. Whenever it is felt that a student is not in the proper area, the Student Services Department will counsel the student in order to find a more suitable occupational area. It is expected that generally this will occur during the first term of the student's training. If a currently enrolled student desires to change programs, the Student Services Office will coordinate with the instructors and the student in making the transition to another program and in ensuring the change is appropriate to the student's interests and qualifications. When the transfer choice is made, Coordinator of Student Services must approve the transfer. Once approved, the student will transfer to the desired class if space is available, if space is not available. If space is not available, the student's name will be placed on the waiting list for the desired class.

## Transfer from TCAT-Pulaski to Other Institutions

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

## Transfers of Students from Other Institutions

All transfers are considered on an individual basis when space is available and admission requirements are met. Transcripts indicating clock hours of attendance, grades and skills are reviewed for credit, time, and placement.

## Procedure for Terminating Training

Every student should talk with his/her instructor and the counselor before terminating his/her training. The procedure is as follows:

1. Talk with your instructor. Explain why you are leaving and what your plans are for the future.
2. Complete an Exit Interview Form and turn in your ID badge in the Student Services Department.
3. If a student leaves school, whether receiving an award or not, and did not complete an Exit Interview Form, the Student Services staff will mail the form to the student. This information is very important for COE, U.S. Department of Education, and TBR reporting.
4. Students may owe refunds for financial assistance program if they do not complete the hours scheduled during the term they graduate/withdraw. An interview with the Financial Aid



Administrator is recommended prior to graduation/withdrawal to determine any applicable financial penalties.

## Health and Accident Policy

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

- The instructor will administer appropriate first aid, if possible.
- The instructor will inform campus administration of the accident or illness.
- If needed, arrangements will be made for the student's transportation to a hospital or physician. Appropriate persons or family members (as provided on the student's Medical Record 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.
- TCAT Personnel will complete an incident report as soon as possible after the event.

It is of utmost importance that the medical information record maintained in the student's file be thoroughly completed at the time of enrollment and that the student update the information if emergency phone numbers or conditions change at any time during training. Any student with special health conditions such as diabetes, hemophilia, HIV, epilepsy, or any other condition that are potentially dangerous should inform the faculty and list the condition on the medical record, which is part of enrollment information. The student should list an emergency contact person on the enrollment folder.

## Student Insurance

### **Nursing and Allied Health Liability Insurance**

All nursing and allied health students are required to purchase special liability insurance applicable to their program.

### **Full-time and Part-Time Students (TBR Student Health Insurance Exchange)**

TCAT students can access information about the TBR Student Health Insurance online at <https://www.ahix.com/> or contact them at 800.800.5735.

## Program Awards

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

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

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

## Graduation Ceremonies

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

## STUDENT CONDUCT

---

### Student Accountability/Conduct

Students are responsible for their own conduct, and violations of established rules and regulations may subject them to disciplinary measures or dismissal. Tennessee College of Applied Technology-Pulaski complies with the Tennessee Board of Regents Policy 3:02:00:01 Subject: General Regulations on Student Conduct and Disciplinary Sanctions. See the full policy listing in the Tennessee Board of Regents Policies (TBR) and Guidelines for TCATs section of this handbook.

### Academic Honesty Policy

Tennessee College of Applied Technology-Pulaski operates under the premise of academic honesty. The policy is that plagiarism and cheating are prohibited. It is the instructors' responsibility to create an environment in which academic honesty is expected, it is the students' obligation to uphold this policy. (See full TBR Policy 3:02:00:01 listing in the Tennessee Board of Regents Policies (TBR) and Guidelines for TCATs section of this handbook.)

### Computer Operation and Internet Access Policy and Guidelines

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

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of TCAT-Pulaski.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.

5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, TCAT-Pulaski will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### *Unacceptable Use*

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on TCAT-Pulaski computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The TCAT-Pulaski network may not be used for downloading entertainment software or other files not related to the mission and objectives of TCAT-Pulaski for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of TCAT-Pulaski.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

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

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

## Copyright and Digital Millennium Act

Copyright - Materials published by the Tennessee College of Applied Technology-Pulaski are protected by the Digital Millennium Copyright Act. The DMCA also requires that the institution inform all computer and network users that downloading of copyrighted material is prohibited. In addition, Tennessee Code Annotated §49-7-1(c) specifies that the institution ensure that no copyrighted digital music or videos be downloaded using institutional resources. Any attempts to do so will result in appropriate disciplinary sanctions.

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

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

### **Copyright General Information**

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to creators of "original works of authorship" including literary, dramatic, musical, artistic, and other published and unpublished works, when "fixed in a tangible form of expression." Protections last for the term of the author's life plus 50 years after death. It is given to individual, group, or corporate authors and to "works for hire".

It is illegal for anyone to violate any of the rights provided to the owner of a copyright. The Copyright Act (1976) contains provisions prescribing damages that can be assessed if infringements are committed. In civil cases, the law allows the assessment of actual damages or statutory damages. For each infringement, statutory damages range from \$250 to \$10,000. These rights, however, are limited in scope. Sections 107-118 of the Copyright Act establish limitations that in some cases are specified as exemptions from liability. One major limitation is the doctrine of "fair-use" which is given statutory basis in Section 107 of the Act.

## Patriot Act Notice to All Students

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

## Traffic and Parking Rules

Parking Regulations – Faculty, students and visitors are expected to comply with all campus parking and speed regulations as well as all state laws, county and municipal ordinances governing traffic/parking in their locality. State and local law enforcement authorities will enforce those provisions on TCAT campuses. Violators may also be subject to disciplinary action in accordance with the TCAT Student Disciplinary Policy governing student conduct and disciplinary sanctions. This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking.

Students are permitted to park only in the student parking. All students parking are on a first come basis. Painted lines, markings, or other visible signs will be used to designate authorized parking areas for students, faculty, staff, visitors, or any other persons authorized to use the College's facilities. Student parking is indicated by WHITE painted lines and markings. Please observe the signs for correct movement around the campus. Inability to locate an authorized parking space on campus will not excuse improper parking. Improperly parked vehicles may be towed at the owner's expense. Improper parking includes, but is not limited to the following:

1. Parking in unauthorized spaces or areas;
2. Parking in driveways, sidewalks, intersections, or loading zones;
3. Parking in any manner that blocks properly parked vehicles, such as "double-parking";
4. Within 15 feet of a fire hydrant;
5. Parking in spaces designated for use by persons with disabilities only.
6. Parking overnight is prohibited unless prior approval has been granted by the administration.
7. Refraining from littering from a vehicle.

## Disabled/Handicapped Parking Violations

Authority: Tenn. Code Ann. § 40-8-203

The fine for disabled/handicapped parking violations is established by State law and will increase, as needed, to remain in compliance with State law. This rule supersedes all rules or notices regarding fines for disabled/handicapped parking violations at any TBR Institution. The fine for disabled/ handicapped parking violation is \$200.

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

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

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

## Campus Security Act

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

The college maintains statistical data regarding certain crimes committed on college-controlled property. A paper copy will be provided upon request. Students may also request to view the campus crime log.

## Criminal Background Checks

Criminal background checks are required at clinical sites for participation. Based on the results of these checks, a clinical site may determine that a particular student may not be present at their facility. This could result in the inability to successfully complete the requirements of your program of study. Additionally, a criminal background may prevent licensure or employment of your choosing.

## Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools and Communities Act of 1989, TCAT-Pulaski prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs (“controlled substances” as defined in the Controlled Substance Act, 21 U.S.C. 812) and alcohol on school property. All employees and students are subject to this matter. Any violation of this policy will result in disciplinary actions.

## Smoking Policy

On Oct. 1, 2007, the Non-Smoker Protection Act took effect prohibiting smoking in all enclosed public places within the State of Tennessee. The Tennessee College of Applied Technology-Pulaski—Pulaski prohibits smoking within 30 feet of any entrance into the college. Designated outside areas have been provided for smoking. Dual enrollment students are not allowed to smoke on campus. The use of electronic or e-cigarettes will be treated the same as traditional tobacco products and allowed only in designated smoking areas.

### **Violation of Smoking Policy**

Any student caught violating the tobacco use policy will receive two (2) days suspension from the college AND will be placed on probation. Any future violations of the policy will result in termination.

The instructor of each program may permit smoke breaks as he/she may deem appropriate, but the smoke breaks shall not interfere with the daily schedule or college policy and shall not infringe upon the rights of non-smokers. Receptacles will be provided for this purpose and all persons are expected to properly dispose of their cigarette butts. The use of electronic or e-cigarettes and smokeless tobacco

will be treated the same as traditional tobacco products and allowed only in designated smoking areas.

## Drug and Alcohol Prevention Information

The Tennessee College of Applied Technology-Pulaski's Drug and Alcohol Abuse Prevention Program addresses three major concerns:

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

### **What Is Addiction?**

When a drug user can't stop taking a drug even if she/he wants to, it's called addiction. The urge is too strong to control, even if you know the substance is causing harm.

Addiction is a chronic, often relapsing, brain disease that causes compulsive drug seeking and use, despite harmful consequences to the addicted individual and to those around him or her. Although the initial decision to use drugs or alcohol is voluntary for most people, the brain changes that occur over time challenge an addicted person's self-control and hamper his or her ability to resist intense impulses to use drugs or alcohol.

Addiction can become more important than the need to eat or sleep. The urge to get and use the drug can fill every moment of a person's life. The addiction replaces all the things the person used to enjoy. A person who is addicted might do almost anything—lying, stealing, or hurting people—to keep taking the drug. This could get the person arrested.

Addiction is a disease, just as diabetes and cancer are diseases. Addiction is not simply a weakness. People from all backgrounds, rich or poor, can get an addiction. Addiction can happen at any age, but it usually starts when a person is young.

### **Statement of Health Risks**

Abusing drugs or alcohol interferes with the body's normal functioning. Because drugs directly affect many parts of the brain, abuse can lead to problems with learning, sleeping and emotional health. Abuse can also lead to permanent damage of vital organs such as the brain, heart and liver and be manifested by heart attack, stroke, blood clots, lung damage, liver damage, cancer and sudden death.

Individuals who suffer from addiction often have one or more accompanying medical issues, including lung and cardiovascular disease, stroke, cancer, and mental disorders. Imaging scans, chest x-rays, and blood tests show the damaging effects of substance abuse throughout the body. For example, tests show that tobacco smoke causes cancer of the mouth, throat, larynx, blood, lungs, stomach, pancreas, kidney, bladder, and cervix. In addition, some drugs of abuse, such as inhalants, are toxic to nerve cells and may damage or destroy them either in the brain or the peripheral nervous system.

Even small doses of drugs and alcohol can significantly impair judgment and coordination. This is especially true in a person's ability to safely drive a vehicle or operate other machinery.

Moderate doses may increase incidents of aggressive acts like spouse or child abuse. High doses can cause respiratory depression and death.

Fetal alcohol syndrome is a common problem of babies and infants born to mothers who drink alcohol during pregnancy. These infants can have mental retardation and irreversible physical abnormalities. Children born to alcoholic parents are at a greater risk of becoming alcoholics.

Sources: U.S. Department of Health and Human Services, National Institute of Drug Abuse; Tennessee Code Annotated.

### **Prevention Assistance**

Drug and alcohol addiction are preventable diseases. Effective education and outreach programs can lead to reduced instances of abuse. Abuse can be prevented if one never uses drugs.

It is the policy of the college to prohibit the illegal use, abuse, manufacture, possession, sale, or distribution of alcoholic beverages or any controlled substance, including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana on college-owned, controlled, or leased property. Such use, solicitation, sale or distribution is prohibited during any school-related activity, including off-campus trips. All students are subject to applicable federal, state and local laws related to this matter. In addition, any violation of this policy will result in disciplinary actions as set forth in the Student Conduct Policy and Disciplinary Sanctions section of this Handbook. Students are also subject to arrest and prosecution by civil authorities for violation on campus.

College personnel will seek to identify abuse problems and provide immediate intervention and assistance. The college will assist any individual whose mental or physical health is threatened by the use or abuse of alcohol or drugs. The college counselor can refer individuals to community resource centers for abuse counseling and rehabilitation.

Following is a list of area resources:

Alcohol & Drug Rehabilitation Center  
105 N. James Campbell Blvd.  
Columbia, TN 38401  
931-388-9406

Maury Regional Hospital  
1224 Trotwood Avenue  
Columbia, TN 38401  
931-381-1111

Marshall Medical Center  
Chemical Dependency Center  
N. Ellington Parkway  
Lewisburg, TN 37091  
931-359-6241

Cumberland Heights Outpatient  
4105 Crossing Blvd. Ste. 107  
Brentwood, TN 37027  
615-690-4547

Cumberland Heights  
8283 River Road  
Nashville, TN 37209  
615-654-6648

First Step Recovery Unit  
Highway 64 East  
Waynesboro, TN 38485  
931-762-3356



Guidance Center  
1915 Columbia Avenue  
Franklin, TN 37064  
877-567-6051

Buffalo Valley Inc.  
501 Park Avenue South  
Hohenwald, TN 38462  
931-796-2766

Centerstone  
1090 Old Florence Road  
Lawrenceburg, TN 38464  
931-762-6505

Centerstone  
1002 Brindley Drive  
Pulaski, TN 38478  
931-363-5438

Centerstone  
721 Highway 46 South  
Dickson, TN 37055  
615.446.3797

Fayetteville Counseling & Evaluation  
508 AW College  
Fayetteville, TN 37334  
931-433-6456

Further information is available in the Student Services Coordinator's office.

### **Legal Sanctions - Unlawful Possession or Distribution**

TCAT-Pulaski and all Tennessee Board of Regents institutions have prohibitions against the possession and/or use of drugs and alcohol on property controlled by TCAT-Pulaski or while participating in a TCAT-Pulaski-sponsored program. (Please see disciplinary policies and procedures concerning student conduct listing in the Tennessee Board of Regents Policies (TBR) and Guidelines for TCATs section of this handbook).

Various federal, state and local statutes make it unlawful to manufacture, distribute, solicit, dispense, deliver, sell, or possess with intent to manufacture, distribute, solicit, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors, which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury results from the use of such substance, and whether any other crimes were committed in connection with the use of such substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time, up to a term of life imprisonment, a fine of up to \$4 million, supervised release, or any combination of the above. These sanctions are doubled when the offense involves either of the following:

1. Distribution or possession at or near a school or college campus.
2. Distribution to persons under 21 years of age (repeat offenders may be punished to a greater extent as provided by statutes).

Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain substances under federal law.

Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knows that the person is a minor, the offense is classified as a felony, as provided in T.C.A. 39-17-417(21 U.S.C. 801, et. Seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his/her employment), or consume alcoholic beverages, wine or beer. Such offenses are classified as Class A misdemeanors punishable by imprisonment for not more than 11 months and 29

days, or a fine of not more than \$2,500, or both (T.C.A. 1-3-113, 57-5-301). It further is an offense to provide alcoholic beverages to any person under the age of twenty-one (21). Such an offense is classified as a Class A misdemeanor (T.C.A. 39-15-404). The offense of public intoxication is a Class C misdemeanor and is punishable by imprisonment of not more than 30 days or a fine or not more than \$50, or both (T.C.A. 39-17-310).

## Student Life Activities

TCAT-Pulaski provides various activities for students to become involved in. TCAT-Pulaski has an active SkillsUSA chapter that provides quality education experiences for students in leadership, teamwork, citizenship and character development. Students can also aspire to become members of the local National Technical Honor Society where outstanding student achievement in career and technical education is honored. In addition, many of TCAT-Pulaski's programs are involved in several local class and community service projects. TCAT-Pulaski students are encouraged to take advantage of opportunities to become involved.

## Student Services

**Educational.** The staff assists applicants in selecting an area of training based upon his/her abilities, interest, and goals.

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

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

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

## Alumni

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

## Career Counseling

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

Student Services personnel are responsible for guidance to those currently enrolled students who may decide to change their original vocational choice. In addition, the student may make personal problems or conflicts known to a member of the Student Services Office who will endeavor to help the student with alternatives to successfully solve or adjust to the problem. If necessary, the student will be referred to an agency that has been established to meet specific needs of the individual. By providing career assessment, academic, and personal counseling, the Student Services Office functions for the benefit of helping applicants, students, and graduates to develop their employment potential and reach their intended career goals. Students need not have an appointment or schedule a specific time in advance, but in some cases, it is advisable. Instructors will cooperate with the students in allowing and encouraging the use of the Student Services Department.

## Communication Devices

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

## Exit Interview

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

## Food Services

A breakroom area with vending machines is provided on the main campus for use by students for scheduled breaks and lunches.

## Inclement Weather

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

1. Remain open as normal;
2. Close completely with the day(s) being made up within the same term at the direction of administration and approved by TBR;
3. Operate on a modified school schedule since so often many roads are usually clear by mid-morning. Classes will be dismissed at any time during the training day or evening if weather conditions deem it necessary.

In the event of snow, ice, or other severe weather conditions, students should use their own judgment in deciding whether to travel to school. It will be the responsibility of the student to provide documentation for unusual and extenuating circumstances.

When weather conditions are severe, information regarding college closing will be provided for announcement to the following at the earliest possible:

- Student Notification System (RAVE)
- Radio Stations
  - WKSX (100.9 FM) Radio Station—Pulaski 931-363-2505 or 931-363-1111
  - WDXE (105.3 FM) Radio Station—Lawrenceburg 931-762-4411
  - WLX (97.5 FM) Radio Station—Lawrenceburg 931-762-6200
  - WJJM (94.3 FM) Radio Station—Lewisburg 931-359-4511
  - WAXO (1220 AM) Radio Station—Lewisburg 931-359-6641
  - WKOM (101.7 FM) Radio Station—Columbia 931-388-3637
  - WYTM (105.5 FM) Radio Station—Fayetteville 931-433-1531
- TV Stations
  - WSMV (Channel 4) Television Station—Snow Bird

Do not confuse announcements regarding TCAT-Pulaski with Community Colleges or Universities nor Public Schools. In addition, cancellation of day classes does not mean that night classes will also be canceled, or vice versa.

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

## Safety Policy

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

Training programs must be conducted under maximum safety conditions for all personnel. Safety instructions will be given during every course, and each student must pass tests to determine comprehension of these instructions. Safety glasses and goggles must be worn in all shops. After complete instructions have been given, any safety violation may result in suspension or expulsion from the college.

Each individual is considered to be personally responsible for fire prevention and careful compliance with safety regulations is required to prevent fires. Emergency drills (i.e., fire, tornado, etc.) are conducted periodically to keep all college personnel alert and responsive in case of emergency and to provide frequent testing and proper use of all emergency equipment. The safety of students and employees are vital to administration. All students should familiarize themselves with the plans, locate emergency exits, tornado shelters, and actively participate in any drills.

Students are to comply with all directives from college officials and emergency services personnel in the event of an emergency. TCAT-Pulaski makes use of an emergency notification system that alerts students and staff through email, phone calls and texts. To ensure receipt of such alerts, students must notify Student Services of any changes in their contacts.

TCAT-Pulaski complies with all requirements of the federal Clery Act concerning campus security, prevention programs and reporting. All students and employees are required to report any criminal offenses or activities which occur on campus to the school administration immediately for appropriate action. The school maintains statistical data regarding certain crimes committed on school-controlled property. This data may be obtained from Student Services upon request.

Sex offenders who enroll in higher education in Tennessee must notify the Tennessee Bureau of Investigation (Tennessee College and University Campus Sex Crimes Prevention Act of 2002, effective Oct. 28, 2002, amending the Sexual Offender Registration and Monitoring Act, found at T.C.A. 40-39-101, et. seq.). Any information collected by the TBI may be obtained at <http://www.tn.gov/tbi/section/tennessee-sex-offender-registry>.

## Firearms

It is a violation of TBR Policy 3:02:001 II.B.8 for students to bring any type of firearms, including firearm ammunition or other potentially lethal type weapon on the TCAT-Pulaski campus for any reason. The presence of such articles could present a potentially dangerous situation.

Felony State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed \$3,000 for carrying weapons on College property.

## Drug Search

This campus is subject to a drug search at any time by members of law enforcement with use of K-9s with or without prior notice to administration or students.

## Emergency Procedures

Each institutional department and program has a copy of the Tennessee College of Applied Technology-Pulaski Emergency Preparedness Response Guide. The plan is easily recognizable in a flip book and is located in a centralized area for faculty, staff, and student access.

Floor Plans, Evacuation Routes, and Safe Places information are posted in public areas and classrooms.

## Campus Violence Policy

This policy is adopted by Tennessee College of Applied Technology-Pulaski specifically to address the offenses defined herein. All other forms of sex discrimination including sexual harassment are also strictly prohibited. Allegations that are not within the scope of this policy are subject to the procedures described in TBR Guideline P-080.

### I. Scope: These procedures shall be utilized by:

- A. Any employee or student who has been a victim of sexual misconduct, regardless of sexual orientation or gender identity/expression;
- B. Former employees or students if the conduct took place during the time of employment or enrollment at TCAT-Pulaski and the conduct has a reasonable connection to the institution;
- C. All third parties with whom TCAT-Pulaski has an educational or business relationship and the conduct has a reasonable connection to the institution;

### II. Definitions

- A. Consent—an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.
- B. Dating Violence—violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:
  - 1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
  - 2. Placing the accuser in fear of physical harm;
  - 3. Physical restraint;

4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
  5. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601(5)(c)
- C. Domestic Violence—violence against a person when the accuser and accused:
1. Are current or former spouses;
  2. Live together or have lived together;
  3. Are related by blood or adoption;
  4. Are related or were formally related by marriage; or,
  5. Are adult or minor children of a person in a relationship described above.

Domestic Violence– includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
  2. Placing the accuser in fear of physical harm;
  3. Physical restraint;
  4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
  5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601
- D. Sexual Assault—the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser’s, the accused’s, or any other person’s intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser’s, the accused’s, or any other person’s intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.
- E. Sexual Misconduct—for the purposes of this policy, “sexual misconduct” is defined as dating violence, domestic violence, stalking, and sexual assault.
- F. Stalking—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment – means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose– TCA § 39-17-315.

### III. Prohibition of Sexual Misconduct

Sexual misconduct is a form of sex discrimination prohibited by Title IX. TCAT-Pulaski is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. TCAT-Pulaski strictly prohibits these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

### IV. Immediate Actions a Victim Should Take

- A. In the immediate aftermath of a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.
- B. When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.
- C. A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.
- D. Valuable physical evidence can be obtained from the victim and the victim's clothing. A victim should make every effort to save anything that might contain the offender's DNA. Therefore, a victim should not:
  - 1. Bathe or shower;
  - 2. Wash his/her hands;
  - 3. Brush his/her teeth;
  - 4. Use the restroom;
  - 5. Change clothes;
  - 6. Comb hair;
  - 7. Clean up the crime scene; or
  - 8. Move anything the offender may have touched
- E. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.
- F. Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators.

### V. Reporting Sexual Misconduct

The College encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.



- A. Reporting Confidentially—If victims chose to report an incident of sexual misconduct in a confidential manner, the victim can report the incident to the following agency who employs licensed counselors and is required by Tennessee State law to maintain confidentiality of a victim:

Sexual Assault Center Counseling & Education  
101 French Landing Dr.  
Nashville, TN 37228  
(615) 259-9055  
24 hour hotline: 1-800-879-1999  
<http://www.Sacenter.org/>

The Sexual Assault Center (S.A.C.) opened its doors in 1978. Today, we are the only place in Middle Tennessee that is exclusively dedicated to providing counseling to child and adult sexual assault victims. In addition, we have programs that educate students on how to recognize and prevent sexual assault. Our counselors are specialists in the field and have worked with more than 20,000 survivors since we opened our doors. Approximately half of our clients are children. With treatment, clients can begin to heal – moving beyond trauma into living healthy, productive lives. We take a holistic approach and work with the entire family. Beyond individual treatment, we offer group therapy sessions for children, teens, men, women, and families of survivors.

- B. Filing an Institutional Complaint—Reports of acts of sexual misconduct to any other employee of the College must be reported to the Title IX Coordinator, and the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
1. The College shall not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.
  2. Before a Complainant reveals any information to an employee, the employee must ensure that the Complainant understands the employee’s reporting obligations.
  3. If the Complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the Complainant that the College will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the Complainant’s request for confidentiality.
  4. An institutional complaint can be filed directly with either or both of the following:

Title IX Coordinator  
Mike Whitehead  
1233 East College Street  
Pulaski, TN 38478  
[Mike.Whitehead@tcatpulaski.edu](mailto:Mike.Whitehead@tcatpulaski.edu)  
(931) 424-2420

Student Services Coordinator  
Mattie Bledsoe  
1233 East College Street  
Pulaski, TN 38478  
[Mattie.Bledsoe@tcatpulaski.edu](mailto:Mattie.Bledsoe@tcatpulaski.edu)  
(931) 424-2404

- C. Filing a complaint with local law enforcement—If the victim chooses to make a complaint for the purposes of filing criminal charges, the victim may contact the local law enforcement

agencies listed below. If the victim chooses the College will assist the victim in filing this complaint. The victim should contact the Title IX Coordinator for assistance.

## VI. Role of Title IX Coordinator

- A. The College's Title IX Coordinator is responsible for overseeing all Title IX incidents reported to the institution and for implementation of this policy, including but not limited to, identifying and addressing any systemic gender-based harassment, discrimination, and sexual misconduct. The Title IX Coordinator's responsibilities include, but are not limited to, the following:
1. Investigation or oversight of investigations of allegations related to Title IX;
  2. Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;
  3. Coordination with local law enforcement on matters related to allegations related to sexual misconduct;
  4. Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct;
  5. Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct;
  6. Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of Complainants and promotes accountability; and
  7. Attending appropriate training annually on topics related to responding to or investigating allegations of sexual misconduct.
- B. The Title IX Coordinator may designate deputies and investigators ("designees") to assist in carrying out any of the responsibilities related to implementing this policy.

The Title IX Coordinator shall report at the beginning of each new school year, or any time there is a change in the assignment, to TBR's Office of General Counsel and the TCAT System Office the name of and contact information for the College's Title IX Coordinator.

## VII. Investigation Requirements and Procedures

- A. All proceedings will include a prompt, fair, and impartial investigation and result. The College will provide the Respondent and Complainant equitable rights during the investigative process.
- B. Subject to the Institution's Confidential Policy, all complaints of sexual misconduct shall be presented to the Title IX Coordinator for investigation and appropriate disposition.
- C. Mediation between the Complainant and Respondent will never be considered an appropriate resolution in sexual misconduct cases.
- D. Initiating an investigation
1. Immediately upon receipt of a complaint, the Title IX Coordinator shall communicate with the Complainant to identify and implement any reasonable interim measures. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the Complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The Complainant should be

- encouraged to complete a complaint form and submit a detailed written report of the alleged incident.
2. When the Complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.
  3. In addition to immediate interim measures, the Title IX Coordinator shall consult with the Complainant during the pendency of the investigation and consider what, if any, administrative measures may be necessary.
  4. Complaints made anonymously or by a third party will be investigated to the extent possible.
  5. After consultation with TBR General Counsel, if the Title IX Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
  6. The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
  7. Only one person shall be identified as the investigator for a complaint.
  8. Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the Complainant or Respondent.
  9. If the Complainant or Respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the College's President. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The President will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the President shall be final.
- E. What the investigation should and should not entail
1. Once the investigator receives the complaint, the investigator shall notify the Complainant in writing of his/her rights and request a meeting.
  2. The investigator shall also notify the Respondent in writing of the complaint and his/her rights and request a meeting with the Respondent.
  3. The investigator shall notify the Complainant, Respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.
  4. The investigation shall include interviews with both the Complainant and Respondent, unless either declines an in-person interview.
  5. The Complainant and Respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.
  6. The College will not limit the choice of advisor for either the Complainant or Respondent; however, the investigator may limit the participation of advisors during the investigation.
  7. The investigation shall include interviews with relevant witnesses identified by the Complainant and Respondent or any other potential, relevant witness made known to the investigator via other means.

8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
9. The investigator is expected to request a list of relevant witnesses and evidence from Complainant and Respondent and take such into consideration.
10. The investigator shall not consider any evidence about the Complainant's prior sexual conduct with anyone other than the Respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

#### VIII. Outcome of Investigation and Determination of Appropriate Action

- A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the Complainant, the response of the Respondent, corroborating or non-corroborating statements of the witnesses, review of other evidence obtained, and conclusions that may be drawn from the evidence gathered.
- B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.
- C. The report shall be delivered to the Vice President.
- D. After review of the report, the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred.
- E. The decision maker's determination shall be communicated in writing simultaneously to the Complainant and Respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

#### IX. Timeframe for conducting the investigation

- A. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the decision maker, and that the investigator will notify the parties in writing of decision maker's determination.
- B. If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.
- C. If either party determines that additional time is needed, that party shall request such in writing to the investigator. The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in written as to whether or not the request is granted.

#### X. Institutional Hearing

- A. Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision maker's decision.

- B. If a request is not received within ten (10) days, the decision maker's determination is final.
- C. The hearing shall be held before a hearing committee. The President of the College shall appoint individuals to serve on the hearing committee. All hearing committee members shall receive, at a minimum, annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- D. If the Complainant or Respondent believes the any hearing committee member has a conflict of interest, that party must submit a written explanation of the reason for that belief to the. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The Vice President will determine if the facts warrant the appointment of a different committee member and respond to the party in writing within three (3) business days, absent good cause. The decision of the Vice President shall be final.
- E. If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President within thirty (30) days following the College's receipt of the party's request for a hearing.
- F. The parties to the hearing may not engage in formal discovery.
- G. Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.
- H. The College will not limit the choice of advisor for either the Complainant or Respondent.
- I. The Complainant and Respondent shall be timely notified in writing of all meetings relevant to the proceeding.
- J. The chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties' requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings. The chair of the hearing committee shall conduct the proceedings in a manner that does not allow the Respondent to directly question the Complainant in person.
- K. The hearing committee shall use a preponderance of the evidence standard when reaching a decision.
- L. Absent good cause, within five (5) business days of the close of evidence, the committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.
- M. Each party shall be simultaneously notified of the hearing committee's decision in writing, which shall include notice of their rights to appeal the hearing officer's or committee's determination to the President.

#### XI. Appeal of Hearing Decision to the President

- A. If either party chooses to appeal the hearing committee's decision, the party shall notify the investigator in writing of the decision to appeal within five (5) business days of receipt of the hearing committee's determination.
- B. If a written request for appeal is not received within five (5) days, the decision of the hearing committee is final.

- C. The appealing party(ies) must explain why it is believed the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
- D. The President will issue a written response to the appeal as promptly as possible. This decision will constitute the College's final decision on the complaint.

## XII. Effect of a Finding of a Violation of this Policy

- A. If a final decision has been made that a policy violation occurred, the Respondent shall be referred to the appropriate personnel for a determination of discipline.
- B. The appropriate personnel will be determined by the status of the Respondent. If the Respondent is a student, then the matter shall be referred to the Student Services Coordinator. If the Respondent is an employee, the matter shall be referred to the President.
- C. If the Respondent is a student, the College will follow the procedures for disciplining students as described in TBR Policy 3:02:00:01 and TCAT-Pulaski's Student Conduct Policy, Student Handbook/Catalog.
- D. If the Respondent is an employee, the College will follow the procedures related to disciplining employees as described in applicable employee policies.
- E. Notwithstanding any policy to the contrary, the following additional requirements apply to disciplinary actions related to violations of this policy:
  - 1. The Complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.
  - 2. The Complainant shall be allowed to have an advisor of her/his choice attend any meeting or hearing.
  - 3. The Complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the Complainant as a witness during the case-in-chief.
  - 4. The Complainant shall be allowed access to any evidence presented during any disciplinary meeting or hearing.
  - 5. The Title IX Coordinator or designee shall be appointed as the Complainant's contact person for any questions or assistance during the disciplinary process.
  - 6. The Complainant shall receive written notice of the outcome of the disciplinary process.
- F. If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine if any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of sexual misconduct on the campus as a whole and on specific groups or areas on campus. For example, the Title IX Coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

## XIII. Interim Measures

- A. In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:
- B. Providing an escort to ensure that the Complainant can move safely between classes and activities;
- C. Ensuring that the Complainant and Respondent do not attend the same classes;
- D. Providing references to counseling services;

- E. Providing references to medical services;
- F. Providing academic support services, such as tutoring; and
- G. Arranging for the Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record.
- H. These remedies may be applied to one, both, or multiple parties involved.
- I. Student Respondents may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. The College shall follow TBR Policy 3:02:00:01 and TCAT-Pulaski's Student Conduct Policy, Student Handbook/Catalog, before placing a student Respondent on interim suspension.
- J. Employee Respondents may be, consistent with Human Resource policies, placed on administrative leave pending the outcome of the matter.

#### XIV. Education and Prevention Programs

- A. The College will engage in comprehensive educational programming to prevent sexual misconduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:
  1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
  2. Defines what behavior constitutes domestic violence, dating violence, sexual assault and stalking;
  3. Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee;
  4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault and stalking against a person other than the bystander; and
  5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

#### XV. Assistance for Victims of Sexual Misconduct: Rights and Options

- A. Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the College.
- B. Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights: the right to confer with the prosecution, right to be free from intimidation, harassment and abuse throughout the criminal justice system, the right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly, the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person, the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence, the right to restitution from the offender and the right to be informed of each of the rights established for victims. Information related to these rights may be found at <http://www.tndagc.com/vr.htm>.

- C. Protection from abuse orders may be available through <http://www.tncourts.gov/programs/self-help-center/forms/order-protection-formsand> additional information related to such orders may be found at <http://tncoalition.org/resources/legal-resources.html>.
- D. The College does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

XVI. Resources for Victims of Sexual Misconduct

The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should review carefully Section IV above related to the limits on the College’s ability to maintain confidentiality.

A. On Campus Resources

Mike Whitehead  
 Title IX Coordinator  
 1233 East College Street  
 Pulaski, TN 38478  
 931-424-2420  
[Mike.whitehead@tcatpulaski.edu](mailto:Mike.whitehead@tcatpulaski.edu)

Mattie Bledsoe  
 Coordinator of Student Services  
 1233 East College Street  
 Pulaski, TN 38478  
 931-424-2404  
[Mattie.bledsoe@tcatpulaski.edu](mailto:Mattie.bledsoe@tcatpulaski.edu)

B. On-line Resources:

- <http://www.tncoalition.org/> State Coalition Against Rape
- <http://www.tncoalition.org/> State Coalition Against Domestic Violence
- <http://www.thehotline.org/> Domestic Violence
- <http://www.pandys.org/malesurvivors.html> Website for male survivors
- <http://www.justice.gov/ovw> Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Retaliation

The College, its officers, employees, or agents are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising their rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

New Policy: 09/01/2014.

Additional information regarding the following TBR Policies can be found in the TBR Policies Section of this Handbook.

6:01:00:00 – Sex Discrimination, Sexual Harassment or Sexual Misconduct

6:02:00:00 – Sex Discrimination and Sexual Harassment



## Visitors on Campus

While visitors and guests are welcome on campus, the welfare and safety of the entire student body and the maintenance of its academic programs **MUST** be placed above all else. All visitors and guests should report directly to Students Services to sign in and receive a visitor's badge which is to be worn at all times while on campus. Tennessee College of Applied Technology-Pulaski faculty and staff are aware that many of its students are both students and parents and that there are often complicating factors that impact these two roles.

Any visitor, who brings or invites children to campus **MUST** maintain custody of the children while on campus and assume full responsibility for the actions and safety of the children while at TCAT-Pulaski. All visitors will be provided safety glasses when visiting a particular shop area where these precautions are necessary.

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

## **ACADEMIC SUPPORT**

---

### Instructor Qualifications

Instructors at the Tennessee College of Applied Technology-Pulaski meet a minimum requirement of at least three years of experience and/or formal training in the area in which they instruct. In addition, each instructor that has prior experience and training are involved in continuing education to insure that they are knowledgeable in the latest technology relevant to their prospective programs.

### Continuing Programs

All continuing programs are designed to prepare persons for employment in specific or closely related occupations. Instructional units are designed as a guide to assist the instructor in developing an individualized program for each student. The instructor will adjust the number of hours that a student spends working in the instructional units according to the student's ability.

### Non-continuing Supplemental Programs

All non-continuing supplemental programs are designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary to present employment or to acquire new skills and knowledge for a higher level of employment.

### Special Industry Training Programs

Special industrial and public programs are offered to business and industry upon their request. These classes are conducted by instructors at the school or at the place of the enrollees' employment. When the need arises, specialized and intensified courses may be developed to meet specific requirements of industry. School administration may be contacted for more information.

## Notice of Disclaimer

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

## Internship

Internship is an educational program that combines classroom instruction with practical work experiences directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to learn and to assist in making informed career choices while earning credit. Students interested in Internship should meet with their instructor to discuss internship opportunities. The instructor must submit an Internship request form to the Vice President for approval. The student, instructor, employer, and Vice President must sign the formal internship agreement.

## Library and Media Services

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

## CONSUMER INFORMATION

---

As a participant in federal Title IV financial aid programs, TCAT-Pulaski is required to make certain information available to students and the public. In fulfillment of that requirement, the following Consumer Information about TCAT-Pulaski, Instructional Service Centers is available for review on the college website or from the Student Services office, as indicated. Information is also available to current or prospective students and employees upon request.

## Students Right-To-Know Graduation Rate

The completion rate for the Tennessee College of Applied Technology-Pulaski for the 2015-2016 year was 87%; the placement rate was 87%; and, the licensure rate was 90%.

## Voter Registration

In accordance with the Higher Education Act Campus Voter Registration Section in 34 CFR Part 668.14, TCAT-Pulaski encourages all students to register to vote. Forms may be obtained in the Student Services Office. The State of Tennessee voter registration form is available at <http://sos-tn-gov-files.s3.amazonaws.com/forms/ss-3010.pdf>

## Advisory Committees

Advisory Committees serve as a liaison between the school, business, and industry. Each full-time preparatory program offered by the institution has an advisory committee. Decisions on curriculum,

equipment, instructional methods, and technology are made after considering the advice and recommendations made by advisory committee members.

---

## PROGRAMS AT A GLANCE

---

Administrative Office Technology	1296 hours
Advanced Manufacturing Education	1728 hours
Building Construction Technology	2160 hours
Certified Nursing Assistant	120 hours
CNC Machining Technology	1728 hours
Computer Operating Systems and Network Technology	1296 hours
Electrical and Plumbing Construction Technology	1296 hours
Heating, Ventilation, Air Conditioning/Refrigeration	1728 hours

Industrial Electricity	1728 hours
Industrial Maintenance Technology	1728 hours
Patient Care Technology/Medical Assisting	1296 hours
Pharmacy Technician	1296 hours
Phlebotomy	218 Hours
Practical Nursing	1296 hours
Residential/Commercial Wiring and Plumbing	2160 hours
Welding Technology	1296 hours

## Alphabetical Program Listing

(pages 60 – 73)

---

# ADMINISTRATIVE OFFICE TECHNOLOGY

Location: Pulaski Main Campus

The mission of the Administrative Office Technology program is to educate the student with the basic knowledge and technical skills necessary for success in both today's computerized office, as well as more traditional office environments. Students are offered an opportunity to work and experience extensive hands-on training with modern office equipment and computer software. The program has been carefully structured so that every student may reach maximum skill levels regardless of whether the student has had prior office training or experience. Although training ensures a thorough understanding of modern office procedures and the latest in technological equipment, the course also teaches interpersonal and instructive skills required of the office setting. Training and instruction may be tailored to meet the needs of those wishing to upgrade or update existing secretarial and/or clerical skills.

In the third trimester, students select their own area of specialization from the following three areas: Accounting Assistant, Administrative Assistant or Medical Administrative Assistant.

## PROGRAM AWARDS & LENGTHS

### **DIPLOMAS:**

Medical Administrative Assistant.....	1296 hours
Accounting Assistant.....	1296 hours
Administrative Assistant.....	1296 hours

### **CERTIFICATES:**

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

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

National Career Readiness Certificate  
TestOut Certification for Microsoft Office

# ADVANCED MANUFACTURING EDUCATION

Location: Pulaski Main Campus

The mission of the Advanced Manufacturing Education Program is to increase the number of available skilled workers for existing and emerging manufacturing jobs, enhance worker skills, and knowledge in manufacturing technologies and processes, help improve the productivity of the regions manufacturing industry, increase manufacturer's global competitive advantage, and provide manufacturing related technical assistance to local business and industry. This program offers three career paths: Robotics Automation, Programmable Logic Controls (PLC) Automation, and Plastics Injection Molding. Training in these areas are related to the high tech manufacturing industry of today's economy. Completion of the program yields an Engineering Technician Diploma.

## PROGRAM AWARDS & LENGTHS

### DIPLOMAS:

Master Robotic Automation Engineering Technician .....	1728 hours
Master PLC Automation Engineering Technician .....	1728 hours
Master Plastics Engineering Technician .....	1728 hours

### CERTIFICATES:

Robotic Automation Engineering Technician .....	1296 hours
PLC Automation Engineering Technician .....	1296 hours
Plastics Engineering Technician .....	1296 hours
Manufacturing Technician .....	864 hours
Quality Assurance Technician .....	432 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

National Career Readiness Certificate  
Certified Production Technician

# BUILDING CONSTRUCTION TECHNOLOGY

Location: North Lawrence Instructional Service Center

The mission of the Building Construction Technology Program is designed to teach dual enrolled high school and adult students skills relating to residential electrical wiring, carpentry, and plumbing. In addition, a core craft skills section will include safety, math, tools, rigging, communications, and employability skills. The program includes a study involving work ethics that incorporates instruction relating to proper workplace attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communications, cooperation, and respect.

## PROGRAM AWARDS & LENGTHS

### DIPLOMAS:

General Construction .....	2160 hours
Carpenter .....	1296 hours

### CERTIFICATES:

Carpenter Helper .....	432 hours
Electrician Helper .....	432 hours
Plumber Helper.....	432 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

National Career Readiness Certification  
\*LLP State Limited Licensed Plumber Certification  
\*LLE State Limited Licensed Electrician Certification

# CERTIFIED NURSING ASSISTANT

Location: Pulaski Main Campus

The Certified Nursing Assistant Training Program is a 120-hour training program designed to provide the basic training of the nursing assistant to function in a nursing home or healthcare facility, improve the quality of care, and to increase the positive perception of the nursing assistant. It is the intention of this program to motivate learning, encourage career development, and provide necessary skills for job opportunities. The conceptual framework of the Nursing Assistant Training Program is centered on the state regulations mandated by the Tennessee Department of Health and Environment.

## PROGRAM AWARDS & LENGTHS

### **CERTIFICATES:**

Nursing Assistant..... 120 hours

# CNC MACHINING TECHNOLOGY

Location: Northfield Instructional Service Center

The mission of the CNC (Computer Numerical Control) Machining Program is to provide the student with a broad range of experience of all machine tools that one will come in contact with after graduation and throughout their career. Machinists, tool and die makers, industrial maintenance employees and machine operators all require skills in the machining of metal by machine tools. The CNC Program includes instruction relating to safety, blueprint reading, mathematics, manual milling and turning machines, drill presses, grinders, wire EDM machines, CNC lathes, and CNC milling equipment. Other areas include layout work, precision measuring and metallurgy. A wide range of opportunities await graduates of the CNC Machining Technology Program.

## PROGRAM AWARDS & LENGTHS

### DIPLOMA:

Machinist I .....1728 hours

### CERTIFICATES:

Machine Set-Up Operator .....1296 hours

Production Machine Tender ..... 864 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

- National Career Readiness Certificate
- Measurement Materials and Safety Certification (NIMS)
- Manual Milling Skills I Certification (NIMS)
- Turning Operations between Centers Certification (NIMS)
- CNC Turning Operations Certification (NIMS)
- CNC Milling Operations Certification (NIMS)



# COMPUTER OPERATING SYSTEMS AND NETWORK TECHNOLOGY

Location: Pulaski Main Campus

The mission of the Computer Operating Systems and Network Technology Program is to provide the information technology industry with CompTIA (Computing Technical Industry Association) certified personnel. Students will be provided the highest quality technical training and job related skills in Computer and Network Servicing. The program is intended to provide the theoretical and mechanical skills needed to perform successfully in specifying, assembling, and installing new systems, diagnosing and correcting system failure, and maintaining and upgrading existing systems.

## PROGRAM AWARDS & LENGTHS

### DIPLOMA:

Network Control Specialist .....1296 hours

### CERTIFICATES:

Computer Operating Systems Specialist..... 864 hours

Computer Hardware and Software Support Specialist..... 432 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

National Career Readiness Certificate

\*Comp TIA A+ Certification

\*Network + Certification

\*Security + Certification

# ELECTRICAL AND PLUMBING CONSTRUCTION TECHNOLOGY

Location: Pulaski Main Campus

The mission of the Electrical and Plumbing Construction Technology program is to prepare students for a career as an electrician and/or plumber in the fast growing construction industry. Graduates of the Electrical and Plumbing Construction Technology program will possess a number of valuable skills such as electrical theory, residential/commercial print reading and wiring techniques, load calculations, conduit bending, National Electric Code, plumbing fixtures and installation, pipes and fittings, water distribution and drainage installations. Training includes both classroom (theory) and hands-on lab assignments designed to allow students to demonstrate the mastery of the core skills required for employment in the electrical and plumbing field.

## PROGRAM AWARDS & LENGTHS

### **DIPLOMA:**

Residential and Commercial Electrician and Plumbing .....1296 hours

### **CERTIFICATES:**

Plumbing Helper .....1296 hours

Residential and Commercial Wiring Helper ..... 864 hours

Residential Wiring Helper ..... 432 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

National Career Readiness Certificate

OSHA 10 Certification

Snap On Multimeter Certification

# HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

Location: Pulaski Main Campus

The mission of the Heating, Ventilation, Air Conditioning, and Refrigeration Program is to prepare students for a career as a HVAC/R technician. Students completing this course of study will become proficient in the application, diagnosis, and service of a wide range of HVAC/R products. This program is self-paced with classroom and shop instruction including theory, application, and service. Major blocks of instruction include electricity, refrigeration, air conditioning, heat pumps, heating and commercial systems. This program is an accredited member of the HVAC Excellence Program.

## PROGRAM AWARDS & LENGTHS

### DIPLOMAS:

Heating, Ventilation, Air Conditioning and Refrigeration Technician.....	1728 hours
Heating, Ventilation, Air Conditioning Technician .....	1296 hours

### CERTIFICATES:

Domestic Unit Repair .....	864 hours
HVAC Mechanic Assistant .....	432 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

- National Career Readiness Certificate
- OSHA 10 Certification
- EPA Certification
- NATE HVAC Core Service Certification
- NATE HVAC Specialist Heat Pump Service Certification
- R-410A Certification

# INDUSTRIAL ELECTRICITY

Location: Pulaski

The mission of the Industrial Electricity Technology Program is to prepare students to install and repair electrical systems, apparatus, and electrical and electronic components of industrial machinery and equipment. They follow electrical code, manuals, schematic diagrams, blueprints, and other specifications and will use hand tools, power tools, and electrical and electronic test equipment. Training in the Industrial Electricity Program includes theoretical characteristics of circuits, electrical equipment and application. Practical instruction is given in electrical safety, related math, basic electronics, robotics, motors, transformers, electrical code, and programmable logic controllers.

## PROGRAM AWARDS & LENGTHS

### DIPLOMAS:

Industrial Electrician.....	1728 hours
Electrician Apprentice Class 1 .....	1296 hours
Electrician Apprentice Class 2 .....	864 hours

### CERTIFICATES:

Electrician Helper .....	432 hours
--------------------------	-----------

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

National Career Readiness Certificate  
NOCTI Industrial Electricity Certification

# INDUSTRIAL MAINTENANCE TECHNOLOGY

Location: Pulaski Main Campus

The mission of the Industrial Maintenance Technology Program is to train students with the broad range of skills to compete in today's technological environment as a multi-craft maintenance technician. Trainees learn the fundamentals of electricity, welding, and mechanical. Students are being trained for work with electric motor control, automated machine control, circuits, conveyors, pumps, pneumatic and hydraulic systems, test equipment, production equipment (electrical, electronic, and mechanical), welding, HVAC/R, plastics and injection molding, programmable controllers and automation. In the last phase of the course, students combine all their newly acquired skills in overall systematic troubleshooting and interfacing systems to qualify for an Industrial Maintenance Technician Diploma.

## PROGRAM AWARDS & LENGTHS

### DIPLOMAS:

Industrial Maintenance Technician.....	1728 hours
Electro Mechanical Maintenance Diploma .....	1296 hours

### CERTIFICATES:

Industrial Maintenance Apprentice .....	864 hours
HVAC Mechanic Assistant .....	432 hours
Injection Molding Maintenance .....	432 hours
Robotics Automation Helper .....	432 hours
Electrician Helper .....	432 hours
Mechanical Technician Helper .....	216 hours
Gas Metal Arc Welding Helper .....	216 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

National Career Readiness Certificate  
EPA Certification

# PATIENT CARE TECHNOLOGY/MEDICAL ASSISTING

Location: Pulaski Main Campus

This program is designed to include classroom study and supervised clinical practice in health care facilities. The patient care technician student must complete the prescribed program of study and clinical experience and pass the state certification for CNA and national certification for Patient Care Technician and Medical Assistant. Broad units of study include Nurse Aide, Anatomy and Physiology, Medical Terminology, ECG Technician, Phlebotomy, Dosage Calculations, Computer Concepts and Medical Assisting. Job duties: perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

## PROGRAM AWARDS & LENGTHS

Nurse Aide Certificate .....	432 Hours
Phlebotomy Certificate.....	186 Hours
Electrocardiogram Certificate.....	864 Hours
Patient Care Technician Diploma.....	864 Hours
Medical Assistant Diploma .....	1296 Hours

# PHARMACY TECHNICIAN

Location: Pulaski Main Campus

The mission of the Pharmacy Technician Program is to train students for employment in retail and wholesale pharmacies, and home health care and long term care facilities. They will perform as pharmacy technicians or assistants under the direct supervision of the pharmacist. Students will learn to become skilled in medications, prescription preparation, reconstitution and IV preparation. They will also learn to establish and maintain patient profiles, packaging and equipment, and to perform administrative, communication, and inventory control duties. Clinical training is provided in all work environments. Upon completion of training, students will be prepared to take the Pharmacy Technician Certification Examination (PTCE).

## PROGRAM AWARDS & LENGTHS

### **DIPLOMA:**

Pharmacy Technician.....1296 hours

# PRACTICAL NURSING

Location: Pulaski Main Campus

The mission of the Practical Nursing Program is to prepare students through classroom and clinical training to be productive members of the healthcare team. A high school diploma or GED is required. Applicants should have good mental and physical health, high morals, ethical standards, and an interest and aptitude for the occupation of nursing. The length of the course is approximately 12-months. Completion of the program results in a Practical Nursing Diploma. Applicants of this program should be aware that a mandatory criminal background and drug screening will be required. All applicants must take and pass the HESI Exam with the minimum requirement to be considered for acceptance into the Practical Nursing Program. Applications for this program are taken at different times during the year. Please contact the school for the next enrollment dates.

## PROGRAM AWARDS & LENGTHS

### **DIPLOMA:**

Practical Nursing.....1296 hours



# RESIDENTIAL AND COMMERCIAL WIRING AND PLUMBING

Locations: Lawrenceburg Instructional Service Center  
South Lawrence Instructional Service Center

The coursework of the Residential/Commercial Wiring and Plumbing Program is structured around the NCCER curriculum. The mission of this program is designed to help prepare students for the State Limited Licensed Plumber and Electrician Exams. The program is self-paced and is formatted so the student will spend extensive training in a hands-on environment. National Electric Code applications and safety are strongly emphasized. Actual wiring and plumbing of a mock duplex ensures realistic training experiences utilizing electrical and plumbing components.

## PROGRAM AWARDS & LENGTHS

### DIPLOMAS:

Plumbing Journeyman.....	2160 hours
Electrical Wiring Journeyman.....	1728 hours

### CERTIFICATES:

Electrical Wiring and Plumbing Apprentice .....	1296 hours
Electrical Wiring and Plumbing Helper II.....	864 hours
Electrical Wiring and Plumbing Helper I.....	432 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

- National Career Readiness Certificate
- \*LLE State Limited Licensed Electrician Certification
- \*LLP State Limited Licensed Plumber Certification

# WELDING/WELDING TECHNOLOGY

Locations: Pulaski Main Campus  
South Lawrence Instructional Service Center

The welding industry continues to expand and offers challenging employment opportunities for skilled workers. The mission of the Welding Technology Program is designed to prepare students for a career in welding using the various welding processes such as MIG, TIG, and Arc welding. The individualized, competency-based instruction provides for both classroom instruction and practical hands-on experience using tools and state of the art welding equipment. Several certificates are offered in this program as well as a Combination Welder Diploma.

## PROGRAM AWARDS & LENGTHS

### DIPLOMA:

Welder.....1296 hours

### CERTIFICATES:

Gas Metal Arc Welder..... 864 hours  
Gas Tungsten Arc Welder..... 432 hours  
Shielded Metal Arc Welder..... 432 hours  
Welder's Helper ..... 84 hours

## CERTIFICATIONS REQUIRED FOR PROGRAM AWARDS

National Career Readiness Certificate  
Shielded Metal Arc Welding (SMAW) Certification  
Gas Metal Arc Welding (MIG) Certification  
Gas Tungsten Arc (TIG) Certification

## Testing Center

---

The Tennessee College of Applied Technology-Pulaski has partnered with a variety of companies to establish testing and training solutions that utilize state-of-the-art, web-based curriculum and assessments.

Testing opportunities available at the TCAT-Pulaski may include, but are not limited to the following:

- HESI Exam
- TestOut Microsoft Office
- NIMS (National Institute for Metalworking Skills)
- EPA Certification
- National Career Readiness Certification
- Certified Production Technician Certification
- HiSET
- Comp TIA A+ Certification
- Network + Certification
- Security + Certification

### **Health Education Systems Incorporated (HESI)**

A fee of \$40.00 is required to take the HESI Admissions Assessment (A2) Exam. If you fail to show on your scheduled test date, you forfeit the \$40.00 fee and will need to reschedule a test date and pay the \$40 fee. A minimum of 70 is required in both reading comprehension and math. A short section on Critical Thinking is provided also.

## LIVE WORK AND REPAIR SERVICES

---

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

### Live Work Fee & Cost of Service Fees

Live work project owners must pay for all expenses related to the project. Off-campus live work projects must have the instructor present with students at all times. All projects are to be completed under instructor supervision and released only after a thorough final inspection. The fee schedule shall be made available to project owners prior to completion of the project agreement form. Payment of the live work fee of \$5 will be paid once the agreement form is signed. The fee for cost of services received is due upon completion of the project.

### Relationship to Training

Live work projects performed by students enhance the technical training of students. The Tennessee Board of Regents Guideline TCAT-010, Instructional Projects at Colleges of Applied Technology, is the basis for all live work projects performed at TCAT-Pulaski. Live work will be conducted when training programs require such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor as part of the student's training program. All services are to be performed only by students with the instructional assistance of their instructor.

### Live Work Projects

Many of the training programs at Tennessee College of Applied Technology-Pulaski provide repair services and live work. The scope and extent of each project will be well defined before acceptance. Eligible persons may request appropriate training programs to perform needed repairs or services. An instructor shall be responsible for selecting and scheduling individual projects, which may be selected only from authorized categories. No work may be performed from a category that has not been authorized. An instructor may give priority to a project belonging to a student, provided it meets established training objectives.

The sources of individual projects may include those offered by:

- a. Students
- b. TCAT-Pulaski employees and their immediate families
- c. Members of the school's advisory committees
- d. Personnel and institutions of the Tennessee Board of Regents System
- e. TCAT-Pulaski Retirees
- f. Civic Groups
- g. Governmental agencies, and

h. Non-profit organizations.

Live work is not to be performed for the general public unless it is a much needed source for skill training. The college President may authorize individual projects offered from individuals and groups not listed above in the event appropriate projects are not available from the above sources.

### Administration of Live Work

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

Upon approval of need to perform the service at hand, and verification of project ownership, by the instructor of the training program, the instructor will complete a "Live Work and/or Service Agreement" form. This form will be submitted to the President or their designee for approval and signature. A copy will be provided to the instructor to post in the program lab where work is to be performed, and a copy of the form will be provided to the individual or group for whom the work is being performed. The owner of the project shall be responsible for providing the parts, supplies, and materials for individual projects. All live work is to be completed under the instructor's supervision and may be released only after a thorough final inspection and an evaluation of work performed.

### Release of Liability

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

1. Sign a Live Work Agreement form in advance of any work or inspection.
2. Assume all responsibility for the results of the work being done by students.
3. Bear all actual cost of material and parts involved.
4. Pay a service charge according to schedule as prescribed by the section on service charges and established by the institution's administration to cover indirect expenses.
5. Tipping of students is not permitted.

## STAFF DIRECTORY

---

### Administration Office

**Creecy, Tony (1985)**

*President*

M.Ed., University of Cincinnati

B.S., University of Tennessee at Knoxville

**Whitehead, Mike (2015)**

*Vice President*

B.S., Tennessee Tech University

M.Ed., Tennessee State University

### Business Office /Human Resources Office

**Grissom, Stephanie (2012)**

*Coordinator of Finance and Human Resources*

B.S., Athens State College

A.S., Southern Junior College

**Odeneal, Vickie (1994)**

*Purchasing and Bookstore*

Martin Methodist College

### Faculty

**Adair, Tobie (2015)**

*Associate Instructor, Practical Nursing*

A.S., Columbia State Community College

Registered Nurse

**Adcock, Chris (2015)**

*Associate Instructor, Industrial Electricity/Industrial Maintenance Technology*

B.S.E.E., Cook's Institute of Electronics Engineering

**Austin, Talmadge (2009)**

*Associate Instructor, Building Construction Technology*

Industrial Maintenance Technician Diploma, Tennessee College of Applied Technology-Pulaski

**Barnette, Vicki (1990)**

*Director of Nursing and Allied Health Coordinator*

B.S.N., University of North Alabama

**Bosheers, Colby (2015)**

*Associate Instructor, Welding*

Combination Welder Diploma, Tennessee College of Applied Technology-Hohenwald

**Boyd, Shane (2017)**

*Instructor, Heating, Ventilation, Air Conditioning/Refrigeration*

HVAC Technician Diploma, Tennessee College of Applied Technology-Pulaski

**Cantrell, James (2016)**

Adjunct Faculty

**Hickman, Jason (2012)**

*Associate Instructor, Residential/Commercial Wiring and Plumbing*

A.S., Columbia State Community College

**Hudson, Traci**

*Instructor, Phlebotomy*

B.S., Medicare Administration & Medical Laboratory Technician Certification

**Hughes, Josh (2013)**

*Associate Instructor, Welding Technology*

Combination Welder, Diploma, Tennessee College of Applied Technology-Pulaski

Certified Welding Inspector, Certified Welding Educator (CWE)

Certified Welder, American Welding Society (AWS)

**Jacobs, John (2008)**

*Senior Instructor, Residential/Commercial Wiring and Plumbing*

B.S., University of North Alabama

**Key, Amy (2003)**

*Master Instructor, Practical Nursing*

B.S.N., University of North Alabama

**Kimbrell, David (2003)**

*Instructor, CNC Machining Technology*

Machinist I Diploma, Tennessee College of Applied Technology-Pulaski

**Molnar, Pamela (2018)**

*Instructor, Patient Care Technology/Medical Assisting*

A.A.S., Columbia State Community College

Registered Nurse

**Neely, Nicole (2016)**

*Associate Instructor, Pharmacy Technician*

Pharmacy Technician Certification

**Nelson, Brent (2004)**

*Instructor, Administrative Office Technology*

B.S., University of Tennessee at Martin

**Owen, Dino (2011)**

*Instructor, Advanced Manufacturing Education*  
A.S., Ferris University

**Perkins, Chris (2012)**

*Senior Instructor, Heating, Ventilation, Air Conditioning and Refrigeration*  
A.S., ITT Technical Institute  
HVAC Technician Diploma, Tennessee College of Applied Technology-Pulaski

**Richardson, Philip (2016)**

*Associate Instructor, Electrical and Plumbing Construction Technology*  
Electronica Diploma, ICS School of Electronics

**Tindell, Dennis (2017)**

*Associate Instructor - Evening Industrial Maintenance Technology*  
Strayer University at Memphis

**Waters, Linda**

*Instructor, Certified Nursing Assistant*  
LPN-Tennessee College of Applied Technology-Pulaski

**Williams-Simmons, Christa (2002)**

*Senior Instructor, Computer Operating Systems and Network Technology*  
M.Ed., Martin Methodist College  
M.B.A, University of Phoenix  
B.A., Martin Methodist College

## Information Technology

**Locke, David (2016)**

*Information Technology Assistant*  
Microcomputer Operating Systems and Network Technician Diploma, Tennessee College of Applied Technology-Pulaski

## Maintenance

**Cheatham, Terry (2008)**

*Maintenance*  
Computer and Service Network Technician, Diploma, Tennessee College of Applied Technology-Pulaski

**Killgore, John (2016)**

*Maintenance*  
M.S., University of California at Davis  
B.S., University of California at Davis  
A.A., College of the Redwoods



## Special Industry

**Alford, Rob (2017)**

*Special Industry Training and Evening Coordinator*  
B.S., University of Alabama

## Student Services Department

**Banks, Melissa (2006)**

*Administrative Assistant*  
B.S., Freed-Hardeman University  
B.S., University of Tennessee at Knoxville

**Bledsoe, Mattie (1989)**

*Coordinator of Student Services and Financial Aid*  
B.S., Lambuth College

**Davis, Tabitha (2000)**

*Admissions/Dual Enrollment Coordinator*  
Information Processing Technician Certificate, Tennessee College of Applied Technology-  
Pulaski

**Gilbert, Carrie (2011)**

*Financial Aid Assistant*  
A.S., Ashford University

**Jones, Lisa (1983)**

*Career/Placement Counselor*  
General Secretary, Tennessee College of Applied Technology-Pulaski

**Maxwell, Alayna (2016)**

*Admissions & Records Clerk*  
Administrative Assistant Diploma, Tennessee College of Applied Technology-Pulaski

**Whitley, Codie (2018)**

*Student Services Clerk*  
Administrative Office Technology Diploma, Tennessee College of Applied Technology-Pulaski

## Testing

**Timmons, Derreus (2016)**

*Testing Administrator*  
Columbia State Community College

## FINANCIAL AID HANDBOOK

---

The purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult or impossible to attend the college. The college adheres to a nationally established policy and philosophy of financial aid for education. The basis of this policy is that students and parents have the primary responsibility for financing an education. Financial aid programs are intended to supplement the efforts of the family. To demonstrate financial need, students must file the Free Application for Federal Student Aid (FAFSA). The information reported on the FAFSA is used in a formula, established by the US Congress, to calculate a student's Expected Family Contribution (EFC), an amount the student and student's family is expected to pay toward the student's education. The EFC is used by the Financial Aid Office to determine a student's financial need.

Financial Aid Awards are calculated on an academic year basis. An academic year is for a 12- month period beginning each July 1 and ending each June 30. Renewal of financial aid is not automatic; students must file a FAFSA each year.

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

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

Department of Education and have a completed financial aid file, as verified by the financial aid office.

## Application Deadlines

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

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

**Tennessee Promise-** Before November 1 for new applicants (Fall before the graduating high school senior graduates) and before July 1 of each year after.

**Tennessee Reconnect-** Same deadlines as Wilder Naifeh Technical Skills Grant listed below.

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

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

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

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

**Tennessee Student Assistant Award-** Due to funding limitations, the TSAA is awarded on a first-come, first-serve basis and is based on the FAFSA completion date. Therefore, students are encouraged to complete the FAFSA as early as possible. Prior-year recipients (renewals) will receive the award if they meet all eligibility requirements and complete the FAFSA on or before March 1. After March 1, remaining funds will be awarded to the neediest applicants who apply by March 1 based on the availability of funds. Awards are made until funds are depleted.

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

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

- Must be a Tennessee resident for one year prior to the application deadline date. State residency is determined using TBR promulgated rules; TBR Rules 02402-2
- Must not be incarcerated
- Must meet the enrollment requirements for both the school and the program (Do not have to have a high school diploma or GED if not required for enrollment in the school or program. Also, a student that possesses a bachelor's degree or higher may be eligible for the WNTSG)
- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- Must have never have completed a certificate or diploma program with Wilder-Naifeh Technical Skills Grant funding or had a break in enrollment while receiving the Wilder-Naifeh Technical Skills Grant.

**Note:** Students may enroll as full-time or part-time. There is no income limit for eligibility. Students may receive the WNTSG for all coursework required for completion of the certificate or diploma.

**Calculation of WNTSG Award:** The maximum WNTSG award may vary from year to year. This amount is subject to availability of funds from the Tennessee Education Lottery Scholarship program. The

WNTSG funds will be paid each term in the academic year. The amount of the award will be prorated based on the number of scheduled hours for each term. The amount of the award will be rounded to the nearest whole dollar.

Receipt of student financial aid from other sources will not reduce the WNTSG award as long as the student's total aid does not exceed the total cost of attendance. In the event that a student's total aid exceeds the cost of attendance, the school shall, to the extent it does not violate applicable federal regulations, reduce the excess by reducing the student's WNTSG.

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

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

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

## Applying for Assistance

General Procedures for applying

- Complete and submit the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) to determine eligibility for financial assistance. Students should complete the FAFSA via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will need to include our **Federal School Code #009464** on the FAFSA. If you do not have access to the Internet, you can call the US Department of Education at 1-800-433-3243 and request that a paper application be mailed to you; or you may come to the Student Services Office for access and assistance in completing application on-line.
- Be accepted for admission to TCAT-Pulaski.

## Available Financial Aid

### **Federal Pell Grant**

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

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

A Federal Supplemental Opportunity Grant is for undergraduates with exceptional financial need, as determined by the College. Priority is given to Federal Pell Grant recipients with a minimum or zero EFC who have the lowest income on the FAFSA. The amount of the FSEOG award is \$200.00 per pay period for full-time students. Students with a 4-year degree are not eligible.

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

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

### **TCAT Reconnect Scholarship**

Tennessee resident. Have a FAFSA dependency status of "independent." Enroll in a full-time program at a Tennessee College of Applied Technology-Pulaski (TCAT). Be in pursuit of a certificate or diploma. Maintain continuous enrollment and satisfactory academic progress.

### **Tennessee Promise Scholarship**

Tennessee resident/U.S. citizen/eligible non-citizen/students who graduate from an eligible high School, homeschool, or earn a GED/HISET (prior to 19th birthday) can receive an award at an eligible postsecondary institution toward tuition and mandatory fees after all other gift aid has been first applied. Students must attend mandatory meetings and participate in a mentoring program. College students must attend a full-time program, continue to participate in the mentoring program, and perform 8 hours of community service prior to each term the award is received. **This scholarship program began in the 2015-16 academic year.**

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

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

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

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

## Appeals Process and Guidelines

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

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

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

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

**Appeals of IRP Decisions:** A student seeking an appeal of a decision rendered by the IRP shall submit a request in writing outlining the basis for the appeal with the Tennessee Student Assistance Corporation

TELS Award Appeals Panel within fourteen (14) calendar days from the date the decision was delivered to the student.

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

## Benefit Programs

TCAT-Pulaski is approved to provide training to students who have been determined eligible for the following benefit programs: U.S. Department of Veterans Affairs programs, Vocational Rehabilitation, the Workforce Investment Act (WIA) program, and others. Eligibility determination must be established by agencies outside the College. Eligible students are normally referred to the College by the appropriate program agency.

### **Veterans Assistance**

This program assists eligible veterans and dependents of veterans by providing educational benefits through the U.S. Department of Veterans Affairs. Appropriate forms to be completed should be obtained from the Financial Aid Office/VA Certifying Official prior to enrollment. Veterans must submit transcripts/certificates of previous education/training from colleges, technical or vocational schools, military, etc., in order to apply for benefits.

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

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

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

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

This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003. TCAT-Pulaski will not accept fee deferment requests for subsequent terms once a student has begun receiving education benefits from Veterans Affairs.

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

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

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

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

## Disbursement

### **Financial Aid Disbursement**

In keeping with federal grant regulations, TCAT-Pulaski pays federal grant funds in increments called payment periods. Payment periods are defined by regulation and are determined by your program length and academic year. TCAT-Pulaski will apply a portion of each payment period's grant funds to pay estimated direct school costs (tuition/fees/books) for the payment period. If there are funds remaining after those costs are paid, you will receive a residual check for the unused portion, which can be used to pay indirect school costs. Since tuition/fee costs are assessed by academic term (trimester) and payment periods may span more than one academic term, tuition/fee costs are estimated on the front-end. Grant funds will be credited to a student's account or disbursed by check to the student no later than the last day of the third month of the academic term for students who enroll at the beginning of the term. For students who enroll later in the term, residual checks will be disbursed no later than the end of the term. Students may pick up their residual check at the TCAT-Pulaski Business Office by showing their student I.D. badge.

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

## Satisfactory Progress for Financial Aid

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

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

B. Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the next payment

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

- C. Remedial Courses – Any courses considered ‘remedial’ are included in the student’s normal program of study and are included in the students SAP calculation.
- D. Program Changes - Changes in program will not affect SAP because a student will then have a new program length and new payment periods.
- E. Transfer Credit – Students who receive credit for hours completed for previous education (other institutions, life experience, work credit, dual enrollment, etc.) will have their program length reduced. A student that receives transfer credit will have a maximum timeframe calculated based on the reduced program length.
- F. Repeats

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

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

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

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

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

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

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

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

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



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

## I. Notification

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

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

## Leave of Absence (LOA)

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

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

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

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

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

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

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

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

## Professional Judgement

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

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

Possible extenuating circumstances could include the following:

- Divorce or separation of student, spouse or parent
- Death of a spouse or parent

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

## Refunds and Financial Aid

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

## Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Pell Grant
2. FESOG

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

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

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

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

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

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

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

1. Pell Grant
2. FSEOG

## Repayment of Title IV Funds by the Student to the Department of Education

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

After the 45-day period, the Tennessee College of Applied Technology-Pulaski will report the amount owed to the Department of Education and the student will be required to make payment arrangements with the Department of Education before being eligible to receive future Title IV assistance at any school.

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

## Applying the Return of Title IV Funds Policy and the TBR Refund of Maintenance and Technology Access Fee Policy

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

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

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

## Student Rights and Responsibilities

### Student Rights

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

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

- (f) If a federal work-study job is offered, what kind of job it is, what hours must be worked, what the duties will be, what the rate of pay will be, and how and when payment will be made.
- (g) Who the College's financial aid personnel are, where the office is located, how to contact the office for information.
- (h) Students have the right to know the College's refund policy.

### **Student Responsibilities**

Students bear the responsibility to:

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

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

---

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

## Instructional Projects at Colleges of Applied Technology: TCAT-010

### Purpose

---

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

### Definitions

---

- For purposes of this guideline, a distinction is made between school instructional projects and individual instruction projects. In general, school projects are those secured by the school and assigned to students by instructors as part of the instructional program. School projects may result in a product, which may be reused or sold by the school. Individual projects are those involving personal service to the provider or returned to the provider after services are rendered by students.

### Guideline

---

#### I. General Statement

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

#### II. Selection, Authorization, and Sources of Projects

- A. The Center President is responsible for the selection and authorization of all school projects, except those involving construction of buildings, which shall require approval by the Chancellor.
  - 1. The purchase of school projects must be consistent with the TBR purchasing policies and procedures (No. 4:02:10:00).
  - 2. Where applicable, solicitation and acceptance of projects shall be subject to the TBR policy on solicitation and acceptance of gifts (Policy number 4:01:04:00).
  - 3. The sources of individual projects may include those offered by students and staff of the TTC, members of the schools' advisory committees, personnel and institutions of the Tennessee Board of Regents System, retired persons, civic groups, governmental agencies, and non-profit organizations.
  - 4. The Center President may, upon consultation with the school advisory committee, authorize individual projects offered from other individuals and groups in the event appropriate projects are not available from the above sources.
- B. An instructor shall be responsible for selecting and scheduling individual projects, which may be selected only from authorized categories.
  - 1. No work may be performed on a project from a category that has not been authorized.
  - 2. An instructor may give priority to a project belonging to a student, provided it meets established training objectives.

### III. School Projects

- A. The school shall bear the cost of parts, supplies, and materials for school projects.
  - 1. Acquisition of such parts, supplies, and materials shall be in accordance with the Tennessee Board of Regents purchasing policies and procedures (No. 4:02:10:00).
  - 2. In cases where competitive bidding is not feasible, appropriate documentation shall be maintained for audit purposes.
- B. The sale of completed school projects shall be in accordance with the Tennessee Board of Regents policy on disposal of surplus personal property (No. 4:02:20:00).

### IV. Individual Projects

- A. An approved agreement form must be completed by the appropriate instructor prior to initiating work on any individual project. An original of the agreement form shall be retained by the Center and a copy of the form provided to the individual or group for whom the work is being performed.
- B. In general, the owner of the project shall be responsible for providing the parts, supplies and materials for individual projects.
  - 1. The school may recommend sources where parts, supplies and materials may be acquired.
  - 2. The school should avoid recommending sole sources except in cases where other sources are not readily available.
- C. There are instances, however, where it is more feasible for the school to provide parts, supplies, and materials for individual projects; for example, weights for wheel balancing, refrigerant gas, etc.
  - 1. In such instances, the acquisition of the parts, supplies, and materials by the school shall be in accordance with TBR policy (No. 4:02:10:00), and the project owner shall be assessed a fee to recover the school's expenses.
    - a. The fee shall be consistent with a fee schedule approved by the Board.
    - b. The fee schedule shall be made available to project owners prior to completion of the project agreement form.
    - c. Payment of the fee is due upon completion of the project.
    - d. Fee payments will be received by authorized school staff, properly receipted, and deposited in accordance with the TBR policy on deposit and investment of funds (No. 4:01:01:10).

#### V. Agreement Forms

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

#### Sources

---

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



## TCAT-Pulaski Philosophy of Conflict Resolution

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

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

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

### Student Notice Regarding Complaints & Grievances at TCAT-Pulaski

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 One Bridgestone Park, Third Floor, Nashville, TN 37214 or by going online and filing out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>.

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

Complaints regarding accreditation and/or cases where the grievance is not settled at the institutional level can also be made by contacting the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350 ([www.council.org](http://www.council.org)).

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

### Uniform Procedures for Grievances by Students at TCAT's: TCAT-023

#### Purpose

---

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

## Guideline

---

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

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

### II. Process

- A. It is the philosophy of the TCATs that many complaints can be resolved through open and clear communication, and should be resolved at the lowest level possible. Therefore, the student should first discuss the complaint with the instructor, administrator or student involved in the matter in an attempt to resolve the concern.
  - 1. If the concern cannot be resolved through informal discussion, the student may file a written complaint with the office of Student Services. The Student Services Coordinator will meet with the student, investigate the complaint, consult other TCAT personnel or students as needed, determine an appropriate resolution, and notify the student, in writing, of the outcome.
  - 2. If the student is not satisfied with how the Student Services Coordinator attempted to resolve the issue, the student may appeal to the President within five (5) school days of receipt of the Students Services Coordinator's letter.

- a. The President may discuss the matter with the student and the Student Services Coordinator, and any other personnel he/she feels appropriate.
- b. The President will provide a written decision to the student within five (5) days of receipt of the appeal.
- c. The President's decision will be final.

#### Sources

---

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

### General Policy on Student Conduct & Disciplinary Sanctions: 3:02:00:01

#### Purpose

---

The Tennessee Board of Regents authorizes the institutions under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment. Institutional policies on this subject shall be subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs.

#### Definitions

---

- For the purpose of this policy, a "student" shall mean any person who is admitted and/or registered for study at a State Board of Regents institution for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution.
- "Student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policies and regulations governing student conduct.
- Definitions of "Disciplinary Offenses" and "Disciplinary Sanctions" are included in their respective sections, II. and IV.

#### Policy

---

## I. Policy Statement

- A. Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times.
- B. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by nonstudents. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “the Board”) has authorized the presidents of the institutions and presidents of the colleges of applied technology under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
- C. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed the following policy, which is intended to govern student conduct on the several campuses under its jurisdiction.
- D. Each institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent with, this policy.
- E. In student discipline policies, each institution may supplement this policy, subject to prior approval by the TBR Offices of General Counsel and Academic Affairs. In addition, students are subject to all federal, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the institutions may enforce their own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.
- F. Students are responsible for compliance with the Student Conduct Policy and with similar institutional policies and regulations at all times.
- G. Disciplinary action may be taken against a student for violation of the policies and regulations, which violations occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct

impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution.

- H. This policy, and related material incorporated herein by reference, is applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.
- I. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.

## II. Disciplinary Offenses

- A. Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by an institution.
- B. Institutions shall adopt and publish a non-exclusive list, providing notice of offenses for which both individuals and organizations may be subject to disciplinary action.
- C. The list may include any appropriate offense given the specific needs of the individual institution, subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs.
- D. Institutions are pre-authorized to implement any or all of the disciplinary offenses, in the form set forth immediately below, without need for prior review or approval:
  - 1. Threatening or Disruptive Conduct. Any conduct, or attempted conduct, which poses a threat to the safety of others or where the student's behavior is disruptive of the institution's learning environment.
  - 2. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or

physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;

3. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
4. Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:
  - a. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
  - b. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution,
  - c. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of an institution, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;
5. Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;
6. Theft, Misappropriation, or Unauthorized Sale of Property;
7. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;

8. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;
9. Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
10. Alcoholic Beverages. The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;
11. Drugs. The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property;
12. Drug Paraphernalia. The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;
13. Public Intoxication. Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;
14. Gambling. Unlawful gambling in any form;
15. Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;

16. Unacceptable Conduct in Disciplinary Proceedings. Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;
17. Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials acting in the performance of their duties;
18. Violation of General Policies. Any violation of the general policies of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
19. Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;
20. Violations of State or Federal Laws. Any conviction of violation of state or federal laws or regulations proscribing conduct or establishing offenses, if a student's violation of such laws or regulations also adversely affects the institutions' pursuit of its educational objectives;
21. Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;
22. Sexual Misconduct. Committing any act of sexual misconduct as defined by TBR Policy 6:03:00:00;
23. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting



discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 6:01:00:00, 6:02:00:00, and TBR Guideline P-080;

24. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
  - a. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
  - b. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
  - c. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
25. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of, with the intent to use or make available for use by others, any key for an institutional facility without proper authorization;
26. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
27. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
28. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:
  - a. Use of another person's identification to gain access to institutional computer resources,
  - b. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
  - c. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,

- d. Unauthorized transfer of a computer or network file,
  - e. Use of computing resources and facilities to send abusive or obscene correspondence,
  - f. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
  - g. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
  - h. Violation of any published information technology resources policy,
  - i. Unauthorized peer-to-peer file sharing;
29. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
30. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;
31. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
32. Smoking Violations. Violation of any TBR and/or institutional smoking or other tobacco use rules or policies.
- E. Disciplinary action may be taken against a student for violations of the foregoing policies which occur at or in association with enrollment at an institution governed by the State Board of Regents for any academic period.

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

### III. Academic and Classroom Misconduct

- A. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates general rules and policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.
- B. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.
- C. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.

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

#### IV. Disciplinary Sanctions

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

- B. Definition of Sanctions:

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

3. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these policies and provides notice that that any further violation(s) may result in more serious penalties;
4. Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);
5. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
6. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;
7. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;
8. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;
9. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these policies. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these policies while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;

10. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
11. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
12. Revocation of Admission, Degree, or Credential;
13. Interim Involuntary Withdrawal or Suspension. As a general rule, the status of a student or student organization accused of violation of TBR regulations, this policy, or institutional policies should not be altered until a final determination has been made in regard to the charges. However, interim involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the conduct, or attempted conduct of the student poses a direct threat to the safety of any other member of the institution, its guests, property, or the student's behavior is materially and substantially disruptive of the institution's learning environment or other campus activities. In any case of interim involuntary withdrawal or suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
14. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to these policies as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s);
15. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A

suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record.

V. Traffic and Parking

- A. General: Institutions governed by the TBR shall adopt institutional policies governing traffic and parking on their respective campuses. The purpose of these policies shall be to facilitate the orderly and efficient flow of traffic on those campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies enacted in compliance with this policy shall be subject to prior review and approval of the TBR. Once adopted, such policies shall be published, at least annually, and, as appropriate, through signage, traffic/parking handbooks, student/faculty handbooks and institutional websites.
- B. Registration of Automobiles/Permits/Decals: TBR institutions shall adopt policies regarding the registration of vehicles and/or the issuance of decals and/or permits on campus, and/or the alternate use of campus access fees in lieu of registration of individual vehicles for the purpose of effective enforcement of campus traffic and/or parking regulations. Reasonable fees/costs may be assessed in association with the vehicle registration, permit, or decal issuance process. Any fees/costs associated with registration of vehicles or the issuance of permits/decal, together with appropriate information sufficient to justify the fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.
- C. Parking: TBR institutions shall adopt policies with regard to parking on institution owned, operated, or controlled sites. Those policies shall reflect the physical availability and limitations of parking facilities at institution owned, operated, or controlled sites. TBR institutions are further authorized to adopt appropriate parking zones or designated parking systems for faculty, staff, students, residents of campus housing, visitors, and other appropriate groups. Institutions may also establish a schedule of hours for enforcement for parking regulations at their various campus sites. Reasonable fees/costs may be assessed in association with the issuance of parking decals or passes as set forth in section (2) above. Any fees/costs associated with parking permits/decal, together with appropriate information sufficient to justify the

fee/cost amount, shall be submitted for review and approval by the TBR prior to implementation at any institution, pursuant to the requirement set forth in TBR policy.

- D. Traffic: TBR institutions shall adopt policies with regard to motor and other vehicular traffic on institution owned, operated, or controlled sites. Those policies shall reflect the nature of traffic patterns, roads, and physical limitations of the particular institution owned or controlled site. TBR institutions are further directed to adopt and publish a traffic code reflecting the traffic rules and offenses for that institution's sites. Such violations may include, but are not limited to, all traffic offenses provided under state, county, or municipal ordinance applicable to the locality of each institutional site. Adoption of such policies shall be subject to prior review and approval by the TBR. Once adopted or amended all traffic and parking regulations shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
- E. Fines/Penalties: TBR institutions shall have the authority to adopt appropriate fines and/or disciplinary sanctions for violations of the traffic and parking regulations established pursuant to sections (3) & (4) above. Fines may be set as determined necessary at each institution, but shall not exceed the amounts provided for by the higher of state law, county, or municipal ordinance for the same offense. Such fines are subject to the prior review and approval of the TBR, pursuant to the requirement set forth in TBR policy. Proposed fines shall be submitted to the TBR together with information sufficient to justify the fine. Such information shall include consideration of state/county/municipal fines for the same offense, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic/parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
- F. Appeals: Institutions shall establish an appropriate system of due process associated with any traffic/parking codes or fines, consistent with the due process requirements set forth in TBR System wide Rule 0240-02-03-.06, wherein persons cited for violation of institutional traffic/parking regulations may contest their citations. Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of such matters.



## VI. Disciplinary Procedures

- A. General: Institutions governed by the TBR, in the implementation of TBR policies pertaining to discipline and conduct of students, shall ensure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. In furtherance of this mandate, all TBR institutions shall enact policies setting forth the disciplinary procedures for the institution. All such policies shall be enacted in compliance with TBR System wide Student Rules, this policy, and applicable state and federal law. All policies adopted shall be subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs. Once adopted or amended, all disciplinary procedures shall be affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.
- B. Contested Case Procedure: All cases which may result in: (a) suspension or expulsion of a student from the institution for disciplinary reasons, or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A. § 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure. These procedures shall be described in the institution's policy.
1. For cases which may result in Interim Involuntary Withdrawal or Suspension, the institution must incorporate the guidelines set forth below in (F) in its decision-making processes.
- C. Institutional Procedures: For matters not subject to the requirements of TUAPA, each institution shall include in its policies a description of the procedures applicable at each level of a student/organizational misconduct, student housing violation or traffic/parking violation proceeding, including procedures for the initiation, investigation, resolution and/or prosecution of a violation applicable at each level, including appeal(s). This policy shall also set

forth minimum requirements for advance notice of charges/violations as well as the time, date, and place for any procedure or hearing.

- D. Institutional Hearings: For matters not subject to the requirements of TUAPA, institutions shall establish a body or bodies, with authority to hear student/organizational misconduct, student housing violations, or traffic/parking violations. Such body may be constituted as determined by the institution and may consist of one (1) individual or a committee. Authority may be vested in a single entity or in separate bodies.
- E. Minimum Requirements of Due Process for Institutional Hearings: Institutional hearing bodies and procedures governing discipline in cases of student/organizational misconduct, student housing violations and/or traffic/parking violations may be structured in any manner deemed appropriate given the organizational structure of the individual institution, but shall include the following minimal procedural components:
1. The student shall be advised, in writing, of the breach of regulation(s) of which she/he is charged;
  2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation;
  3. The student shall be advised of the following rights applicable at the hearing:
    - a. The right to present his or her case,
    - b. The right to be accompanied by an advisor,
    - c. The right to call witnesses in his or her behalf,
    - d. The right to confront witnesses against him or her, and
    - e. The student shall be advised of the method and time limitations for appeal, if any is applicable.
  4. Students subject to any disciplinary sanction are entitled to a due process hearing unless that right is waived by the student after receiving written notice of the available procedures.
- F. Interim Involuntary Withdrawal or Suspension Hearings: Hearings conducted with regard to interim involuntary withdrawal or suspensions imposed prior to or pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum

requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim involuntary withdrawal or suspension.

1. In determining whether a student should be involuntarily withdrawn or suspended for threatening or disruptive conduct, the institution shall consider the nature, duration, severity, and probability of the threat posed or the disruption caused by a student, relying on the best available objective evidence and, if applicable and obtainable, on the most current medical evidence.
  2. The institutions shall also determine whether reasonable modifications of its policies, practices, or procedures could sufficiently mitigate the risk.
  3. Absent exigent circumstances creating an imminent risk or harm, the assessment will be made prior to a decision to involuntarily withdraw or suspend based on the threat he or she poses on others.
  4. If exigent circumstances warrant the immediate removal of a student from the institution, the student will receive, at a minimum, notice and an initial opportunity to present evidence immediately after being placed on involuntary withdrawal, and the opportunity to initiate full due process within 30 days of the removal.
- G. Alternative Resolution Procedures: Institutions are authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.

#### Sources

---

TBR Meetings, December 2, 1977; March 3, 1978; March 18, 1983; September 30, 1983; TBR Board Meeting, March 29, 2012; TBR Board Meeting June 19, 2015.

## Discrimination & Harassment - Complaint & Investigation Procedure: P-080

### Purpose

---

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

### Guideline

---

#### I. Introduction

- A. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth.
  - 1. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to discrimination or harassment.
  - 2. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to Section V.B of this Guideline, and the conduct has a reasonable connection to the institution.
- B. All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning discrimination and harassment.
  - 1. Using the procedures outlined in Section V below, supervisory employees must promptly report, to the appropriate institutional contact, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally.
  - 2. Failure to do so may result in disciplinary action up to and including termination.
- C. All faculty members, students and staff are subject to this Guideline.
  - 1. Any faculty member, student or staff found to have violated this Guideline by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

- D. All faculty and staff members are required to cooperate with investigations of alleged discrimination or harassment.
  - 1. Failure to cooperate may result in disciplinary action up to and including termination.
  - 2. Students are also required to cooperate with these investigations; failure to do so may result in disciplinary action up to and including expulsion.
- E. Because the courts have imposed strict obligations on employers with regard to discrimination and harassment, institutions must take measures to periodically educate and train employees regarding conduct that could violate this Guideline.
  - 1. All employees, including faculty members, are expected to participate in such education and training.
  - 2. All faculty members, students and staff are responsible for taking reasonable and necessary action to prevent and discourage all types of discrimination and harassment.

## II. General Statement

- A. It is the intent of the Tennessee Board of Regents that the Board and all of the institutions within the Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to;
  - 1. Executive Order 11246, as amended;
  - 2. The Rehabilitation Act of 1973, as amended;
  - 3. The Americans with Disabilities Act of 1990, as amended;
  - 4. The Vietnam Era Veterans Readjustment Act of 1974, as amended;
  - 5. The Equal Pay Act of 1963, as amended;
  - 6. Titles VI and VII of the Civil Rights Act of 1964, as amended;
  - 7. Title IX of the Educational Amendments of 1972, as amended;
  - 8. The Age Discrimination in Employment Act of 1967;
  - 9. The Age Discrimination Act of 1975;
  - 10. The Pregnancy Discrimination Act;
  - 11. The Genetic Information Nondiscrimination Act of 2008; and
  - 12. Regulations promulgated pursuant thereto.

- B. The Board of Regents will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.
- C. Campuses and the Central Office affirm that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will they tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law.
- D. Similarly, the campuses shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

### III. Discrimination and Harassment

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

- a. Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment;
  - b. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
  - c. Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.
2. Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee's national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person's religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person's age.
  3. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.
- C. Examples of sexual harassment - Examples of sexual harassment include, but are not limited to, the following:
1. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;
  2. Promising a work-related benefit or a grade in return for sexual favors;
  3. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments;
  4. Sexual innuendoes, comments, and remarks about a person's clothing, body or activities;
  5. Suggestive or insulting sounds;

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

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

D. Please note that incidents of sexual violence may constitute criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may occur in addition to the process developed under this Guideline.

1. Complainant must be notified of his/her right to file a criminal complaint.

#### IV. Consensual Relationships

A. Intimate relationships between supervisors and their subordinates and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations.

1. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.
2. Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest.



3. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student; resigning from the student's academic committees; or by terminating the relationship at least while the student is in his/her class.
4. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority.
  - a. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

## V. Procedures

### A. General

1. The following procedures are intended to protect the rights of the aggrieved party (hereinafter, "the Complainant") as well as the party against whom a complaint of discrimination or harassment is lodged (hereinafter "the Respondent"), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent.
2. The Office of General Counsel shall always be consulted prior to investigation. If institutions have on-campus legal counsel, that office must be consulted. Hereinafter, references to "Legal Counsel" shall mean either the Office of General Counsel or on-campus legal counsel, as appropriate.
3. In situations that require immediate action because of safety or other concerns, the institution may take any administrative action which is appropriate, e.g., administrative leave with pay pending the outcome of the investigation.
  - a. Students may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation.
  - b. Legal Counsel should be contacted before any immediate action is taken.
4. Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this Guideline, Board policy, and federal law.

### B. Filing Complaints

1. Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to discrimination or harassment at an institution or who believes that he/she has observed discrimination or harassment taking place shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX officer (hereinafter "the Investigator") responsible for compliance with this Guideline.
  2. Complaints under Title VI must be brought within 180 days of the last incident of discrimination or harassment pursuant to Guideline G-125. All other complaints must be brought within 365 days of the last incident of discrimination or harassment.
    - a. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
    - b. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with Legal Counsel.
  3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any.
    - a. The complaint shall be signed by the Complainant.
    - b. However, when the Complainant chooses not to provide or sign a written complaint, the matter will still be investigated and appropriate action taken.
    - c. Complaints made anonymously or by a third party must also be investigated to the extent possible.
  4. If the complaint does not rise to the level of discrimination or harassment, the Investigator may dismiss the complaint without further investigation after consultation with Legal Counsel.
    - a. The Complainant should be informed of other available processes such as the employee grievance/complaint process, or a student non-academic complaint process.
- C. Investigation

1. Legal Counsel shall be notified of the complaint, whether written or verbal, as soon as possible after it is brought to the attention of the Investigator and the investigation will be under the direction of Legal Counsel.
  - a. All investigatory notes and documents shall be attorney work product.
  - b. The Investigator shall notify the President that an investigation is being initiated.
2. When the allegation of discrimination or harassment is against the EEO/AA Officer, Student Affairs Officer, Title VI or Title IX Officer, the President will identify an individual who has been trained in investigating such complaints to investigate the complaint and carry out the responsibilities assigned pursuant to this Guideline.
  - a. When the allegation of harassment is against the President of the institution, the EEO/AA Officer shall notify the Office of the General Counsel who will assign an investigator who will make his/her report to the Chancellor.
3. When the Respondent is a student, the Student Affairs Office will investigate the complaint in compliance with the procedures outlined in this Guideline.
  - a. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the institutions' student disciplinary procedures.
4. When a student is involved as the Complainant, the Respondent or an individual interviewed, all documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA) and T.C.A. § 10-7-504(a) (4) which requires that certain student disciplinary records are subject to disclosure pursuant to a public records request.
5. Investigation of complaints against employees of a Tennessee College of Applied Technology-Pulaski (TCAT) shall be initiated by the Vice Chancellor for Tennessee Colleges of Applied Technology or his/her designee.
  - a. In certain circumstances, the lead institution for the TCAT may be asked to conduct the investigation.
  - b. Investigations of complaints made against TCAT students will be undertaken by TCAT Student Services personnel.

- c. The TCAT Presidents are responsible for notifying the Vice Chancellor whenever a verbal or written complaint is made.
6. In consultation with and under the direction of Legal Counsel, the Investigator shall conduct an investigation of the complaint.
  - a. This investigation shall include interviews with both the Complainant and the Respondent, unless either declines an in-person interview.
  - b. The investigation shall also include interviews with relevant witnesses named by the Complainant and Respondent.
  - c. The purpose of the investigation is to establish whether there has been a violation of the Guideline.
  - d. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given information received during the course of the investigation.
7. To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties.
  - a. However, the Complainant, Respondent and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed.
  - b. Information may need to be revealed to the Respondent and to potential witnesses.
  - c. However, information about the complaint should be shared only with those who have a need to know about it.
  - d. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.
  - e. A Complainant may be informed that if he or she wants to speak privately and in confidence about discrimination or harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality.

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

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

- b. After review and approval by Legal Counsel, the report shall be submitted to the President within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline.
  - c. If the complaint involves a college of applied technology, a copy of the final report should also be sent to the Vice Chancellor for Tennessee Colleges of Applied Technology.
  - d. No working papers, statements, etc. generated in the investigation should be attached to the report.
  - e. In situations where more time is needed to complete the investigation, for reasons such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following notice to Legal Counsel and written notice to both the Complainant and the Respondent.
13. If, after investigation, there is insufficient evidence to corroborate the complaint or, in any situation in which the Complainant refuses to cooperate in the investigation, it may be appropriate to discuss the complaint with the Respondent, informing him or her that he or she is not being accused of a P-080 violation, but that the conduct alleged, had it been substantiated, could be found to violate this Guideline.
- a. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure.
  - b. It should also be noted that conduct which does not rise to the level of legally actionable discrimination or harassment may, nevertheless, provide a basis for disciplinary action against the Respondent.
14. The President shall review the Investigator's report, and shall make a final written determination, within a reasonable time as to whether a violation has occurred and, what the appropriate resolution should be.
- a. After the President has made this determination, the Investigator shall, absent unusual circumstances and after consultation with Legal Counsel, provide both the Complainant

and the Respondent with a copy of the determination, along with a copy of the Investigator's report.

15. If the investigation reveals evidence that a violation of the Guideline has occurred, the President must take immediate and appropriate corrective action.
  - a. Such action may include meeting with the Respondent and/or the Complainant and attempting to resolve the problem by agreement, except in the case of sexual assault.
  - b. Appropriate steps must be taken to ensure that the discrimination or harassment will not reoccur.
16. After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to Legal Counsel.
  - a. However, copies of the President's determination, the Investigator's report, the complaint (if it concerns an employee) and documentation of any disciplinary action taken against the Respondent should be placed in a file maintained on campus.
  - b. This file shall be maintained in a location designated by the President.
  - c. If such action was taken, copies of documentation establishing disciplinary action taken against the Respondent, whether an employee or student, shall also be maintained in the Respondent's personnel or student record, as appropriate.
    1. Some documents involved in a P-080 matter may be subject to the Public Records Act and thus open to public inspection.
    2. Other documents may be protected under FERPA, the attorney/client privilege, or attorney work product and would not be releasable.
    3. If a Public Records request is received, Legal Counsel must be consulted prior to the release of any documents.
17. A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to appropriate disciplinary action.

#### D. Appeal of Decision

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

- a. The appeal process shall consist of an opportunity for the parties to provide information to the institution's attention that would change the decision.
  - b. The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President unless the President determines, in his/her sole discretion, to allow an in-person appeal.
2. The institution shall provide written notice of the appeal process to the parties at the time that the parties are advised of the outcome of the investigation.
  3. Either party may send a written appeal to the President within ten (10) working days, absent good cause, of receipt of the President's determination.
    - a. The appealing party(ies) must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
    - b. Failure to do so may result in a denial of the appeal.
  4. The President will issue a written response to the appeal as promptly as possible. This decision will constitute the institution's final decision with respect to President's determination.

#### VI. Other Applicable Procedures

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

#### VII. Other Available Complaint Procedures

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

#### VIII. Exception to Guideline for Universities



- A. In lieu of following this Guideline, a university may adopt its own procedures for consideration of complaints of discrimination or harassment, subject to the approval of the Chancellor.
- B. A university seeking to adopt alternative procedures must first submit the proposed procedures to the TBR General Counsel, who will evaluate the proposed procedures to determine whether they are substantially equivalent to this Guideline.
- C. If the General Counsel determines that the proposed procedures are substantially equivalent to this Guideline, she/he will recommend their approval to the Chancellor.

#### Sources

---

Presidents Meeting: November 14, 1984 and November 16, 1984 AVTS Sub-Council meeting; August 16, 1988; February 14, 1989; November 10, 1992; August 13, 1996; February 13, 2001; August 16, 2005; November 8, 2005; February 13, 2008; February 14, 2012: Changes in Title VI procedures became effective October 1, 2013 (Ratified at President's Meeting, Nov. 5, 2013); Revision approved at November 11, 2014 President's Meeting.

## Student Due Process Procedure: 3:02:01:00

#### Purpose

---

The purpose of this policy is to establish student due process procedures for Tennessee Board of Regents institutions.

#### Policy

---

#### I. Due Process

- A. Institutions governed by the State Board of Regents, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall ensure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.
- B. If, in accordance with the institution regulations governing discipline in cases of student social misconduct, a hearing is requested, the following minimal procedures will be observed:
  - 1. The student shall be advised of the time and place of the hearing.
  - 2. The student shall be advised of the breach of regulations of which or she he is charged.
  - 3. The student shall be advised of the following rights:

- a. The right to present his or her case.
  - b. The right to be accompanied by an advisor.
  - c. The right to call witnesses in his or her behalf.
  - d. The right to confront witnesses against him or her.
4. The student shall be advised of the method of appeal.

Sources

---

TBR Meetings, August 17, 1973; September 30, 1983

## Fees and Refunds: TCAT-080

### Purpose

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

### Guideline

#### I. Fee Assessment

- A. The amount of fees assessed to a student should be determined by an individual other than the one who collects the fees.
  - 1. Fees assessed shall be in accordance with the current Fee Schedule approved by the Tennessee Board of Regents.
  - 2. Fee schedules shall be made readily available to students and prospective students through the use of bulletin boards, advertisements and school publications.
  - 3. The fee assessment shall be as follows:
    - a. Regular Students
      - . All students, whether residents or non-residents, shall pay the appropriate fees based upon the number of hours the student is scheduled to attend in the term.
      - . Students who enroll concurrently in two or more programs/classes will be assessed fees appropriate to the number of hours scheduled to attend in each program/class.
    - b. Secondary Students (Public Schools)
      - . The TCAT will negotiate the appropriate fees with each local public school system for secondary students enrolling at the TCAT.
    - c. Secondary Students (Non-Public Schools)
      - . Students enrolled in state-recognized home schools or private schools will be assessed fees in accordance with the current fee schedule.

d. Special Industry Students

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

II. Fee Collections

A. Payment of Fees

1. Before any student is counted as enrolled, fees must be paid.
2. Maintenance fees may be waived only in accordance with TBR Guideline B-060.
3. After a student has properly completed the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule.
4. Fees shall be paid according to provisions provided in Policy No. 4:01:03:00 with the students being furnished a pre-numbered receipt.

B. Depositing of Fees

1. After payments for fees are made, the individual collecting the fees will prepare a report of students' names and fees collected at the end of the collection period and present the report and fees to the assigned individual in the school's business office.
2. The assigned individual in the business office shall accept the fees and sign report verifying the accuracy of the count.
3. The individual collecting the fees shall receive a copy of the verified report as a receipt.
4. Fee collections shall be deposited in accordance with TBR Policy 4:01:01:10 by the TCAT staff into the local depository account established for the TCAT.
5. A copy of the report detailing student names and fees collected, accompanied by a copy of the deposit slip shall be transmitted to the business office of the Lead Institution.

C. Bad Check Collections

1. A student paying enrollment fees with a check that is dishonored must redeem the check within ten (10) calendar days from receipt of the notice.
2. Notice should be sent by the TCAT to the student no more than three (3) working days from receipt of notice of a bad check from the bank. Notice by certified mail is optional.
3. The TCAT will have five (5) working days after the expiration of the ten (10) calendar days to pursue any additional collection efforts deemed necessary.
4. Immediately after the five (5) working days, the student will be deleted if the check has not been redeemed in full.
5. If the student pays the bad check within the allotted time period, he/she will be assessed a return check fee in accordance with TBR Guideline B-060 in addition to his/her fee payment.
6. Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.

III. Refunds of Fees

A. Eligibility for Refunds

1. Change in a full-time student's schedule which results in reclassification to a part-time student.
2. Change in a part-time student's schedule which results in a class load of fewer hours.

3. Voluntary withdrawal of the student from the school.
  4. Cancellation of a class by the school.
  5. Death of the student.
  6. Students administratively dismissed will not be eligible for refunds.
- B. Calculation of the Refund
1. Full Refund:
    - a. 100% of fees will be refunded for classes cancelled by the school.
    - b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
    - c. 100% of fees will be refunded in the case of death of the student during the term.
  2. Partial Refunds
    - a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
    - b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
    - c. No refund may be permitted after 20% of the class hours has been completed.
- C. Processing of Refunds
1. The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards.
    - a. Refunds, when due, will be made without requiring a request from the student.
    - b. Refunds, when due, will be made within 30 days of the last day of attendance when the student has informed the institution in writing prior to withdrawal.
    - c. If the student drops out without notice to the institution, the refund will be processed 30 days from the date the institution terminates the student or determines withdrawal by the student. All refunds, however, must be made within 60 days of the student's last day of attendance.
    - d. Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.
    - e. An update will be made to the accounting system by the TCAT or Lead Institution with a transaction resulting in the reduction of revenues from the appropriate fee account.

#### IV. Other Fee and Charge Considerations

- A. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts and/or fee revenue account.
- B. Fees established for general interest classes and activities shall be sufficient to cover the total cost incurred in providing instruction.
- C. Agreements with public school systems to provide instruction to secondary students will include a provision to outline the specific fee(s) negotiated with the local school systems.

## Sources

AVTS Director's Meeting-August 15, 1985. Revised AVTS SubCouncil Meeting, May 14, 1987; Presidents' Meeting May 21, 1987. Revised AVTS SubCouncil Meeting, January 18, 1989; Presidents' Meeting, February 14, 1989. Revised Presidents' Meeting, November 9, 1994. Directors Meeting February 14, 2002; Presidents Sub-Council May 21, 2002; Presidents' Sub-Council Meeting August 16, 2005; TTC Directors' Sub-Council Meeting August 17, 2005; Presidents' Meeting May 16, 2006; Presidents Meeting August 17, 2010.  
Equivalency (HSE) Diploma.