



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— MORRISTOWN —

# SCHOOL CATALOG STUDENT HANDBOOK

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
821 WEST LOUISE AVENUE  
MORRISTOWN, TENNESSEE 37813-2094

WE ARE AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY INSTITUTION





# **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY**

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## **MORRISTOWN**

### **SCHOOL CATALOG STUDENT HANDBOOK**

### **VOLUME 7 NO. 5**

Publication Date - January, 2020

This School Catalog/Student Handbook has been prepared to provide information about educational and training opportunities provided by the Tennessee College of Applied Technology. It is designed to serve as a guide for students, parents, guidance counselors and others who are interested in seeking training for employment. The requirements and policies contained in this handbook are subject to change at any time without notice.

### **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY**

821 WEST LOUISE AVENUE  
MORRISTOWN, TENNESSEE 37813-2094  
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[www.tcatmorrystown.edu](http://www.tcatmorrystown.edu)

Tennessee College of Applied Technology is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Institution

Effective Date - 2020-2021

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**821 WEST LOUISE AVENUE**  
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**PHONE: (423) 586-5771 • FAX: (423) 586-8030**

We are so honored that you have chosen Tennessee College of Applied Technology-Morristown as your postsecondary choice. There are many worthy alternatives but you have placed your trust in us.

We are committed to providing you with the very best skills training available. TCAT-Morristown has an exceptional faculty with a proven track record. Not only will we give you the competencies you need for success in the workplace; we also have the contacts with area industries to assist you in job placement upon graduation. Although no one can guarantee you a job, we are anxious to share with you our success rates in placing students in related job fields.

In addition to providing required skills in a given area of instruction, TCAT-Morristown also understands the importance of training our students in the necessary worker characteristics that our industry partners demand. We emphasize the importance of good attendance, and the need for teamwork.

We have been in the business of providing workforce development for fifty years. We work closely with area companies to develop a curriculum around the needs of our business and industry partners.

We promise to do all in our power to give you the necessary skills to secure entry-level employment in the area of training you have chosen.

Working together we will help you to find success in the area of study you are pursuing.

**TENNESSEE BOARD OF REGENTS  
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The TCAT-M is one of the 27 Tennessee Colleges of Applied Technology located throughout Tennessee.

The TCAT is governed by the Tennessee Board of Regents, a system which is comprised of six universities, thirteen community colleges, and twenty seven colleges of applied technology

Training is provided for entry-level employment in business and industry. TCAT is constantly updating the equipment and curriculum of its programs. Businesses and industries provide input to the school in order that coursework parallels local industrial needs. Each instructor constantly updates his/her skills and proficiencies to better serve the needs of students and industries.

TCAT is on a trimester system (72 days per trimester).

Tennessee Colleges of Applied Technology admit applicants on a “first-come, first-serve” basis and the following minimum criteria apply:

### **POST-SECONDARY ADMISSION REQUIREMENTS**

1. Applicants are at least eighteen (18) years of age or have a high school diploma or equivalent.
2. Applicants declare an occupational objective.

### **ABILITY TO BENEFIT**

Due to the self-paced nature of all training programs, with the exception of Practical Nursing, all students are assumed to have some “ability to benefit” from our training. The college does not give entrance exams, nor does it rely on high-school grades to determine if a student should be admitted.

### **SECONDARY ADMISSION REQUIREMENTS**

1. An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to approval of the Chancellor or his designee.
2. Enrollment is limited to one (1) occupational area. There are special admission requirements for the Practical Nursing program. These requirements are listed in the individual program brochures.

### **ADMISSION PROCEDURE**

1. *Select a program of study*
2. *Complete an on-line application, visit [www.tcatmorrystown.edu](http://www.tcatmorrystown.edu) click how to apply to complete the TCAT Application for Enrollment.*
3. *Set up and monitor your MyTCAT Portal (<https://portal.tbr.edu>) and student email.*
4. *Register for and attend a pre-enrollment student orientation. <https://tcatmorrystown.edu/current-students/register-orientation>*
5. *If using financial aid, must have current Free Application for Federal Student Aid (FAFSA) ([www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)) application completed and all outstanding Financial Aid Requirements satisfied prior to starting class. Use TCAT-Morrystown's School code, 013891, when completing the FAFSA.*
6. *Confirm slot with in 10 business days of acceptance date via MyTCAT portal.*
7. *Self-register during open registration via MyTCAT portal.*
8. *Attend on the first day of class.*

### **AFFIRMATIVE ACTION/TITLE IX**

The Tennessee College of Applied Technology Morristown complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq. (“Title IX”). Title IX prohibits discrimination based on sex in education programs and activities, including with respect to admission and employment. Prohibited forms of sex discrimination include sexual harassment; sexual misconduct, including sexual assault, stalking, dating or domestic violence; and discrimination against pregnant/parenting students. Tennessee College of Applied Technology Morristown also prohibits retaliation because an individual filed a complaint of sex discrimination or participated in an investigation related to sex discrimination.

Information about the College’s policies and procedures that prohibit sex discrimination, including sexual harassment and sexual misconduct, may be found in the links provided in the Student and Employee Handbooks, from the Student Services Office, on the TBR web site at <https://www.tbr.edu> and on the Tennessee College of Applied Technology Morristown website at [www.tcatmorrystown.edu](http://www.tcatmorrystown.edu). Inquiries or complaints concerning Title IX and/or the Title IX regulations may be referred to the College’s Title IX coordinator 24/7 in person, by phone, and/or email at:

Efferd Barrett

[ebarrett@tcatmorrystown.edu](mailto:ebarrett@tcatmorrystown.edu)

423-586-5771 ext. 245

See page 39 for additional Title IX information.

### **PUBLIC LAW/PRIVACY RIGHTS ACT**

The TCAT adheres to the guidelines developed by the Department of Health, Education and Welfare regarding the privacy rights of parents and students. Access to official records are provided to students and parents of dependent students, and the dissemination of personally identifiable information without the student’s consent is limited.

### **ACCREDITATION**

The TCAT-Morrystown is accredited by the Accrediting Commission of the Council on Occupational Education.

Dr. Gary Puckett, Executive Director

Accrediting Commission

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Phone: (770) 396-3898 • Fax: (770) 396-3790

TCAT is approved for the training of veterans by the State Approving Agency for Veterans Education.

## NON-DISCRIMINATION

The Tennessee College of Applied Technology does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Efferd Barrett  
ebarrett@tcatmorristown.edu  
423-586-5771 ext. 245

The Tennessee Board of Regents' policy on nondiscrimination can be found on the TBR policy page. (<https://policies.tbr.edu/policies/equal-employment-opportunity-and-affirmative-action>)

## DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and students with disabilities from discrimination in application for enrollment, hiring, promotion, dismissal, pay, training, classification, referral, and other aspects of institutional enrollment or participation in educational processes on the basis of disability. The law also requires that covered entities provide qualified applicants and students with disabilities with reasonable accommodations that do not substantially alter an educational program, pose a risk of harm to the student or to others, or impose undue hardship.

The Tennessee College of Applied Technology fully supports the Americans with Disabilities Act and will take any steps necessary to assure that anyone having a disability will receive whatever assistance is needed to be successful in the chosen field of study. The Americans with Disabilities Act Compliance Officer can be contacted at the following location:

Tennessee College of Applied Technology  
821 West Louise Avenue  
Morristown, TN 37813-2094  
Phone: (423) 586-5771

Requests for accommodation must be presented to the ADA Compliance Officer. The individual requesting the accommodation will, prior to the request being granted, be required to present current medical documentation from a qualified health care provider establishing a disability within the parameters of the ADA and certification that a requested accommodation is necessary. A requestor is not required to have certification or documentation in hand at the time of the request, but such must be furnished to the ADA Compliance Officer for an accommodation request to be granted. Those wishing to make a request for accommodation shall submit a request, in writing, prior to meeting with the ADA Compliance Officer.

## SEX OFFENDER DIRECTORY

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes **employed, enrolls as a student or volunteers** at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in another state or another country, or in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

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

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at the Tennessee College of Applied Technology at the Student Services Office. Correspondence may be sent to the following address: Tennessee College of Applied Technology, 821 West Louise Avenue, Morrilltown, TN, 37813. Information is also available on the TBI's website listing of sex offenders located on the internet at [www.tbi.tn.gov](http://www.tbi.tn.gov) under "Sexual Offender Registry."

Printable maps of locations of sex offenders are available at [www.familywatchdog.us](http://www.familywatchdog.us).

## STUDENT RIGHT TO KNOW INFORMATION

The following information can be obtained from the Student Services Coordinator upon request.

- Graduation and Completion Rates
- Student Population



## **HISTORY**

Established as a state-wide system by the enactment of the Legislature during the 1963 General Assembly, the Tennessee Colleges of Applied Technology operate under the Tennessee Board of Regents.

Each college is designed to serve both youth and adults from broad geographic areas. This is in fulfillment of the expressed intent of the General Assembly that ultimately there would be a school, or schools, within reasonable commuting distance of every Tennessee citizen.

## **INSTITUTIONAL MISSION STATEMENT**

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

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

## **PHILOSOPHY AND PURPOSE**

The basic philosophy of TCAT is that every citizen should have the privilege and opportunity to reach as high a station in life as he/she is capable of reaching or desires to reach. Recognizing that all people do not have the same background, abilities, or desires, and cannot fit the same mold; the objective of TCAT is that each student is treated as an individual. Individualized instruction is utilized to the maximum in most programs. The College's policy provides that a student may enter a program when a vacancy occurs, start training at his/her own level, and progress at his/her own rate to the level he/she desires within the limitation of the college.

Desirable worker characteristics are emphasized to instill character development, good work habits, reliability, honesty, and respect for authority that are necessary for a productive society.

The primary purpose of TCAT is to meet adequately the occupational and technical training needs of citizens and residents of these areas including employees of existing and prospective industries and businesses.

TCAT is a modern training facility which is designed to simulate the occupational environment found in potential places of employment of the students and encourages tours by anyone interested in attending.

Graduates of TCAT should not expect to compete with journeymen who have developed skills and experience on the job. Usually they are considered for "entry level" employment in their respective occupations.

## **SECURITY**

In support of the "Crime Awareness and Security Act of 1990", TCAT makes every effort to provide a crime-free campus. Electronic surveillance is utilized throughout the campus. In the event of criminal action during periods of occupancy, the local authorities will be called. The college compiles statistics on crimes committed on campus yearly to be available to every student and employee. The current crime on campus annual report is available on the college website. Each student receives statistical information for the previous three years on an annual basis.

## **MINORS ON CAMPUS**

TCAT is an institution of post-secondary education/training and must preserve conditions which will permit a proper learning and working environment at all times. It is not the intent of this policy to prevent children, in the accompaniment of an adult, from visiting the campus; however, children may not accompany adults into classrooms, offices, or other work space as a baby sitting function nor may they be left unsupervised in the halls or on the grounds of the college.

## **DISCLAIMER STATEMENT**

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

## **STUDENT INSURANCE**

Students are eligible to purchase student accident insurance as well as health insurance through a carrier selected by the TBR. Specific information can be obtained from the Student Services Office.

## **SNACK BAR**

A snack bar is provided for the convenience of students and staff. Students are expected to conduct themselves in a courteous and appropriate manner while in the snack area. Please clean up after eating and dispose of trash in appropriate containers. **SMOKING IS NOT ALLOWED IN THE SNACK BAR.**

### **STUDENT SERVICES**

Student Services include those activities involving recruitment, pre-enrollment counseling, and training period counseling. Although training period counseling is the responsibility of the administration, counseling, and instructional staff, TCAT has an occupational guidance counselor available to assist students in making their selection of a career objective. The counselor will assist the students in matters concerning their education, personal and social problems, and financial aid. Since the students come from varied backgrounds, the counselor is aware of the student's need for guidance and counseling.

Programs at TCAT are designed to prepare students for a specific technical objective; therefore, it is important that an informed selection be made based upon the student's interest, aptitudes, and abilities. Every effort will be made to accommodate students' concerns or complaints at the college. Appropriate student services are available for students at all campus locations. Should the institution not be able to resolve the problem, the student should contact the Office of the President.

### **TECHNOLOGY FOUNDATIONS AND RELATED INSTRUCTION**

The Technology Foundations program is a requirement of the Tennessee Board of Regents to help students gain the reading, math, and writing skills necessary to become gainfully employed. Students will be given an evaluation soon after enrolling as a full time student. Each student will have an individual schedule developed to meet his/her learning objectives. Practical Nursing students' pre-admission tests fulfill this requirement.

No student will be awarded a certificate or diploma without first having completed the Technology Foundations program.

Practical nursing students are exempt from the Technology Foundations program because they must first pass an admissions test.

### **ENVIRONMENTAL POLICY**

The TCAT is committed to continued excellence, leadership, and stewardship in protecting the environment. Environmental protection is a primary management responsibility, as well as the responsibility of every employee. In keeping with this policy, our objective is to reduce waste and achieve minimal adverse impact upon the air, water, and land through excellence in environmental control.

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

Each program has specific rules for use of equipment and tools. Students are responsible for the proper use and care of equipment. Any tool lost or carelessly damaged will be replaced or repaired by the student. Damage to any equipment must be reported to the instructor immediately.

### **ADVISORY COMMITTEES**

TCAT maintains close contact with business and industry through General (Institutional) and Craft (Occupational) Advisory Committees. Members of these committees are

managers, owners, or employees in a particular field of work relating to programs at TCAT. These committees enable TCAT to keep abreast of the latest equipment, methods, and technologies in the workplace. The committee members assist the President and instructional staff at the college with equipment purchasing, program changes, and updating.

### **BOOKSTORE**

The bookstore is located on the main campus. There are no book buy-backs or refunds available.

Methods of payment accepted include cash, check, MasterCard, or VISA.

Students are not obligated to purchase required items from the campus bookstore.

### **SAFETY**

A written record of safety instructions and tests will be kept on file as proof that each student has been instructed in an appropriate safety program. All injuries, accidents, and hazardous conditions must be reported immediately to the instructor. Disciplinary action will be taken whenever safety rules are violated. In case of an accident, first aid supplies are located within each area.

### **SMOKING**

Smoking and the use of tobacco products, including vapor products are prohibited on the TCAT-M Campus.

### **TELEPHONE CALLS**

Students should discourage incoming personal calls. Students will not be taken out of class to receive telephone calls except for emergencies. All cell phones and pagers must be turned off during training times.

### **TRAFFIC AND PARKING**

Students should follow the one-way signage and observe the 10 MPH speed limit on campus grounds.

Students should park in designated areas only. Students are not to park on the grass, in staff parking areas, or in designated handicapped areas unless they have an appropriate parking tag/license.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The goal of the National Technical Honor Society (NTHS) is to recognize outstanding technical students. Students selected for the Honor Society must have an A average and be absent no more than 24 hours per term.

### **SKILLS USA**

SkillsUSA is an applied method of instruction for preparing America's high-performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communications skills. It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

## CLASS SCHEDULE

Full-time day classes meet Monday through Friday, 7:30Am-2:00Pm. Some programs are also offered at some locations with a part-time or evening schedule. Students have 30 minutes for lunch and one 10-minute break in the a.m. The daily class schedule for Practical Nursing students may differ based on clinical assignments.

## INCLEMENT WEATHER POLICY

In the event of inclement weather, a decision to cancel classes will normally be made by 5:30 a.m. or as early as possible. Once a decision has been made, the radio and TV stations listed below will be notified.

<u>RADIO</u>		<u>TELEVISION</u>	
WIVK	FM 107.7	*WBIR	(10)
WCRK	AM 1150	*WATE	(6)
WMXX	FM 94.1	WVLT	(8)
WJDT	FM 106.5	WCYB	(5)
WRGS (Rogersville)	AM 1370		
WXBQ (Bristol)	FM 96.9		
*WBIR - wbir.com		*WATE - wate.com	

TCAT-Morristown utilizes SchoolCast, an automated rapid messaging system, to announce any change in schedules.

When classes are in session and weather conditions are questionable, students are advised to use their own judgment in attending.

It is recommended that all students make up missed hours due to inclement weather. This is the only time that make-up work can be granted. Any students in danger of going over the maximum number of hours they are permitted to miss in a term must make up their time before the end of the term. Failure to do so will result in termination due to attendance violations.

## CALENDAR OF OPERATIONS

The Tennessee College of Applied Technology operates on a year-round basis, dismissing only for observance of legal holidays, teacher in-service, term breaks, or student holidays.

Full-time classes are scheduled five days a week, six hours a day. Part-time class schedules will vary according to local needs.

**Calendar Note:** The calendar is subject to change at any time prior to or during the academic year due to emergencies beyond the control of the school, including severe weather, loss of utility service, or orders by governing agencies.

## HOLIDAY CALENDAR

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

## PROGRAM COST

Tuition is charged on a per term basis and prorated based on the amount of hours per registration according to fees required by the TBR.

Charges to attend TCAT are as follows:

2019-2020 Maintenance Fees (Tuition) and Technology Fees

Effective September, 2019

(Fees are subject to change without notice.)

<u>Hours</u>	<u>Maintenance Fee</u>	<u>SAF</u>	<u>TAF</u>	<u>Total</u>
* 1-40	\$192.00	\$10.00	\$45.00	\$247.00
* 41-80	\$259.00	\$10.00	\$45.00	\$314.00
* 81-135	\$391.00	\$10.00	\$45.00	\$446.00
* 136-217	\$680.00	\$10.00	\$73.00	\$763.00
218-340	\$1,098.00	\$10.00	\$73.00	\$1,181.00
341-432	\$1,229.00	\$10.00	\$73.00	\$1,312.00

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

Current charges for the following items can be obtained from the bookstore:

Textbooks, workbooks, paper, pencils, safety glasses, and other items required by specific occupational areas.

Method of payment:

Tuition, books, supplies, etc. are to be paid by cash, check, VISA or MasterCard. No third party check will be accepted.

## Special Academic Fees:

(1) Licensed Practical Nursing- \$100.00

Per trimester

(2) Welding Technology- \$100.00

Per trimester

All fees except tuition are non-refundable. All fees are subject to change by policy of the Tennessee Board of Regents without prior notice.

## RETURNED CHECK POLICY

A returned check fee of \$30 will be assessed for each returned check presented to the Business Office at the college by anyone for any reason (i.e. tuition, test fees, bookstore sales, etc.). Returned checks must be picked up within fifteen (15) days or the student will be administratively withdrawn.

## REFUNDS OF FEES

(As mandated by the Tennessee Board of Regents)

### A. Eligibility

- (1) Change in a student's schedule which results in a class load of fewer hours.
- (2) Voluntary student withdrawal from the school.
- (3) Cancellation of a class by the college.
- (4) Death of the student.
- (5) Called to active military duty.
- (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 class.
- c. 100% of fees will be refunded in the case of death of the student during the term.
- d. 100% of fees will be refunded if student is called to active military duty.

#### (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 scheduled class hours.
- b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of scheduled class hours.
- c. No refund is due after 20% of class hours has been completed.
- d. All refunds will be rounded to whole days.

### C. Processing of Refunds

- (1) Refunds, when due, will be made without requiring a request from the student.
- (2) 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.
- (3) 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.

**Technology fees are not refundable unless a class is cancelled by the college or unless the student does not attend the first day of classes.**

## PROGRESS / GRADING / ATTENDANCE POLICY

Record-keeping requirements may differ for secondary and non-diploma/certificate seeking students. Progress reports, attendance records, and work evaluations are kept on each trainee and are filed in the school office, along with such information that may be pertinent to successful employment.

Students at the TCAT are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives.

Toward those ends, the following retention procedures are specified: TBR Policy No. 2:03:01:05.

### Student Attendance

A. 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.

A full-time student enrolled for a full term (72 days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.

When a full-time student enrolls for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.

A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline:

Five (5) tardies - Student will be given a written warning by instructor.

Six (6) tardies - Student will be placed on probation by the president or the president's designee.

Seven (7) tardies - Student will be referred to the president, and may be suspended.

An attendance record for each student shall be maintained in the student information system.

When a student misses three (3) consecutive days without contacting the college, that student will be presumed to have withdrawn from the college.

### Suspension

Students must appeal their suspension with the college President, in writing, within five days following the action taken.

### Exceptions for Suspension due to Student Attendance

In individual cases of extenuating circumstances, the president may make exceptions to the requirement of suspension or presumed withdrawal due to absences. The circumstances warranting such exceptions should be fully documented.



### Student Progress

1. Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 72 days of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:

A = 94 – 100

B = 87 – 93

C = 80 – 86

D = 73 – 79

F = 0 - 72

2. Grades for courses will be determined as described in course syllabi. Students will be graded in the following categories:

(a) Skill Proficiency

(b) Theory/Related Information

(c) A student must maintain a "D" (73) or better average per course and a "C" or better average per term.

(d) Allied Health Programs require a "C" (80) or better average per course.

(e) Failure to maintain the required grade average will result in suspension at the end of the term.

(f) Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

### Readmission from Suspension

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

(a) Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension.

(b) Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

### Exceptions

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

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

### **MILITARY/JURY DUTY**

Students who are members of the Reserve or National Guard and who are required to serve two weeks active duty each year for training purposes will be permitted to do so. In such cases, the student will be granted leave for the period of active duty. Student receiving VA education benefits will be terminated for the two week period then re-enrolled upon their return. These students should advise the college of their military schedule at the beginning of the term that their active duty tour is scheduled. The student must provide the school with a copy of the official orders. A student will be excused from school for jury duty; however, a copy of the summons must be provided to the school as well as an excuse for each day from the court clerk.

### **ABSENCES**

1. All absences and tardies must be recorded on the transcript, which is kept in the student's permanent record.

2. When returning to school following an absence, the student should report to the instructor and complete the absence report.

3. Leaving school without authorization will be grounds for suspension. The student should report to the instructor before leaving.

4. False information pertaining to reasons for absences will be grounds for dismissal.

### **CREDIT FOR PREVIOUS TRAINING**

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 and credit given where applicable.

Documentation and/or evidence of training of proficiency must be supplied by the student.

### **PLACEMENT**

The placement of students in satisfactory employment is one of the primary objectives of TCAT. Responsibility for placement of students is vested in the administrative, counseling, and instructional staff.

(The student must also fully participate in the job seeking process.) All TCATs maintain close communication with employers, both in the local community and throughout the State. Those students who continue in school until they complete their courses of study are eligible for employment; however, placement is not guaranteed. Transcripts are available to the student or to persons or agencies authorized upon request.

### **PLEASE NOTE:**

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

The college reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions. Current information may be obtained from the following sources:

Admission Requirements - *Student Services*

Course Offerings - *Student Services*

Diploma Requirements - *Student Services*

Program Cost - *Business Office/Student Services*

## **FOLLOW-UP**

As an aid in evaluating effectiveness of course offerings, the instructional staff maintains close contact with former students by correspondence, personal contact, and contact through a working relationship with their employers.

Surveys and student follow-up studies are conducted to determine if changes need to be made in meeting the individual student needs as well as the needs of employers. Employers, college personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student.

Students may expect the initial follow-up contact to come approximately three to five months after leaving the training program. There will be additional periodic contact for further follow-up, and students are encouraged to take a few moments to respond to these questionnaires in an honest and candid manner.

## **CLASS TRANSFERS**

Whenever it is deemed that a student is not in the proper training area, the Student Services Department will work with 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; therefore, transfers will be limited.

## **COMPLETION REQUIREMENTS**

Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirement. A diploma and/or certificate may be awarded to each preparatory student who demonstrates satisfactory proficiencies in a complete course of study. All diplomas and certificates require that the Technology Foundations requirements of the program have been satisfied.

## **EXIT INTERVIEWS**

Students are encouraged to complete an exit interview form on their last day of enrollment.

## **RE-ENTRY**

Persons who have completed with a diploma must wait a full year prior to re-entering another full-time preparatory program. Extenuating circumstances beyond the control of the student may justify granting a waiver of this general policy for earlier re-entry.

## **DISCIPLINARY RULES AND REGULATIONS FOR STUDENT CONDUCT**

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed 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 or institution-controlled property.

Individual or organizational misconduct, which is subject to disciplinary sanction, shall include but not be limited to the following examples:

- Conduct dangerous to others
- Hazing\*
- Disorderly conduct
- Obstruction of or interference with institutional activities or facilities
- Misuse of or damage to property
- Theft, misappropriation, or unauthorized sale
- Misuse of documents or identification cards
- Firearms and other dangerous weapons
- Explosives, fireworks, and flammable materials
- Alcoholic beverages
- Drugs
- Gambling
- Financial irresponsibility
- Unacceptable conduct in hearings
- Failure to cooperate with institutional officials
- Violation of general rules and regulations
- Attempts and aiding and abetting the commission of offenses
- Violations of state or federal laws
- Personal hygiene issues

\*"Hazing" means any intentional or reckless act in Tennessee on or off the property of any Higher Education Institution by one (1) student acting alone or with others which is directed against any other student that endangers his or her mental or physical health or safety.

In addition, disciplinary actions may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, 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 procedures as a result of academic misconduct, the instructor has the authority to assign an F or Zero for the exercise or examination, assign an F for the course, or terminate the student.

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

- (1) Restitution
- (2) Warning
- (3) Reprimand
- (4) Restriction
- (5) Probation
- (6) Suspension
- (7) Expulsion
- (8) Interim or summary suspension

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

### **DRUG ABUSE PREVENTION**

Information, referral assistance, and counseling services are available in the Student Services Department. The office at Tennessee College of Applied Technology provides confidential assistance to students who have a drug or alcohol related problem. Also, the following agencies are available for counseling or referral:

Drug and Alcohol Counseling, Treatment, & Rehabilitation Assistance

Drug Abuse Treatment Center .....	800-861-6864
Alcoholics Anonymous .....	800-522-9667
Drug Enforcement Hotline.....	423-585-4641
New Hope Recovery .....	423-581-2411
Cherokee Mental Health Center.....	423-586-5031
TN Professional Assistance Program.....	615-726-4001

TCAT is a drug free workplace. Anyone caught with drugs on any campus will be terminated.

### **GRIEVANCE**

Unfortunately, situations may arise that require disciplinary action by the school administration.

Any student who feels the action by the administration was unjust may call on the faculty-student review committee.

Students must file their grievance with the college President, in writing, within five days following the action taken. This faculty-student review committee is composed of both staff members and students. Its sole purpose is to review the facts of a particular situation and make recommendations to the President. Students with pending grievances will remain in school until the grievance committee rules.

Discriminatory grievances shall be made, in writing, to the college's ADA/Affirmative Action Compliance Officer. Reference is made to TBR Guideline TCAT-023, a copy of which can be reviewed on the TBR website at [www.tbr.edu](http://www.tbr.edu).

### **UNIFORM PROCEDURES FOR GRIEVANCES BY STUDENTS AT THE TENNESSEE COLLEGE OF APPLIED TECHNOLOGY**

#### **1. PURPOSE**

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

#### **2. SCOPE**

This procedure is applicable to all students. These procedures may be utilized by a student who believes he/she has been treated unfairly or inequitably with regard to the terms or conditions of his/her enrollment because of gender, race, religion, national origin, age, Section 504, ADA, Title IX, or veteran status.

### **3. AUTHORITY OF THE PRESIDENT**

- (a) The President of each college is responsible for the implementation of these procedures and has the final decision making authority in any proceeding subject to these procedures.
- (b) The President may modify these procedures in order to satisfy unusual circumstances within a college if such modification is approved by the TCAT Vice Chancellor at the Tennessee Board of Regents prior to becoming effective.

### **4. GRIEVANCE PROCEDURES**

Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion, or discrimination. These procedures are not designed to curtail informal day-to-day contact between staff and students but rather to provide a formalized procedure to supplement these contacts. Every reasonable effort will be made to resolve complaints at the lowest possible step in the procedure. Grades are not appealable.

The following procedures are available to all students covered by this procedure.

#### **A. INFORMAL DISCUSSION**

Unfortunately, situations may arise that require disciplinary action by the college administration.

Any student who feels the action by the administration was unjust may call on the faculty-student review committee, except for academic failure or absenteeism, which are not grievable.

The first step toward resolution of a conflict is an informal discussion between the TCAT President, the complainant, and other pertinent and appropriate persons to discuss the matter. The President will meet with the student grievant again within five days of the date of the discussion to provide his/her remedy or corrective action.

If resolution of the matter cannot be obtained through informal discussion, the student will have five days following the President's recommendation to request a hearing before the Grievance Committee. The President or his/her designee shall provide the student grievant with a copy of the hearing procedures. The request for a formal hearing must be made in writing to the President or the college's Affirmative Action Officer and must contain the following information:

- A statement of the grievance and the facts upon which it is based;
- Date(s) of the occurrence(s);
- Attempts made to resolve the grievance;
- The remedy or corrective action sought;
- Signature of the aggrieved party and the date of the written grievance.

## B. GRIEVANCE COMMITTEE

Upon the receipt of the written grievance, a Grievance Committee will hear the student's appeal within five school days.

- 1) The student grievant shall be allowed to present his/her case and to present witnesses on his/her behalf during the meeting. The person(s) against whom the grievance is filed shall also be allowed to present their views regarding the action taken against the student grievant.
- 2) The student grievant may be accompanied by an advisor of his/her choice. However, the advisor cannot actively participate in the hearing, i.e., cross-examine witnesses or present any information on the grievant's behalf.

The Grievance Committee shall, within five school days of the hearing, present its finding of facts and recommendations to the TCAT President.

Within five days of receipt of the Committee's findings and recommendations, the President shall render a final decision. This decision shall be presented in writing to the student in person or by certified mail.

If either party involved is not satisfied with the final decision of the President, the matter can then be appealed to the Vice Chancellor for Tennessee Colleges of Applied Technology. The appeal must be made within five days of the President's decision.

The Grievance Committee shall consist of three (3) persons representative of administration, faculty/staff and students. The TCAT President shall appoint the committee members or may delegate this responsibility to the appointed Chairperson.

All committee members shall be selected with due consideration for impartiality. Members deeming themselves disqualified for bias or interest may remove themselves on their own initiative.

Written complaints not resolved at the school level may be filed with the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone: 770-396-3898, [www.council.org](http://www.council.org).

## TENNESSEE BOARD OF REGENTS POLICY INSURING STUDENT DUE PROCESS

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

If, in accordance with the institution or college regulations governing discipline in cases of student social misconduct, a hearing is requested, and the following minimal procedure 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 he/she is charged.
3. The student shall be advised of the following rights:
  - The right to present his/her case.
  - The right to be accompanied by an advisor.
  - The right to call witnesses on his/her behalf.
  - The right to confront witnesses against him/her.
4. The student shall be advised of the method of appeal.

## "LIVE WORK" PROJECTS

*"Live Work" is the term used by TCAT-Morristown for the various practical learning projects that are conducted in applicable program areas. The acceptance or refusal of any live work project is at the discretion of the program instructor who will evaluate the project based on the needs of the students and compatibility with curriculum requirements.*

## SPECIAL REQUIREMENTS

The Practical Nursing program at the TCAT-Morristown contains state legal requirements for eligibility for licensure or entry into the specific occupation or profession. In Practical Nursing, students take the State Board exam after completion of the program in order to become a Licensed Practical Nurse. The Aviation Maintenance Technology program has federal requirements set forth by the Federal Aviation Administration for eligibility for certification and entry into the specific occupation.

## PROGRAM LISTINGS

Preparatory programs are listed alphabetically, followed by a brief course description, approximate number of hours to complete each proficiency level, and the award for each level.

All courses at TCAT operate on a year-round basis except Practical Nursing. Practical Nursing classes are started twice a year in May and September.

Credit earned at Tennessee College of Applied Technology is accepted by most Tennessee community colleges as well as many colleges and universities who offer Associate Degrees. Any person interested in transferring credit should contact the school he or she is interested in attending after graduating from TCAT.

For more specific information concerning program offerings and descriptions, contact the Tennessee College of Applied Technology



## DEFERMENT OF PAYMENT FOR VETERANS

Members of the Armed Services, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in **Tennessee Code Annotated 49-7-104** as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 2 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered. 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.

### **TCAT Statement of Assurance - Department of Veterans Affairs'**

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

TCAT Morristown will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## FINANCIAL ASSISTANCE

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 and 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). 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. Student loans are not available at the Tennessee College of Applied Technology - Morristown.

## FINANCIAL AID PROGRAMS

### **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, and undergraduate is one who has not earned a bachelor's or professional degree. The amount of Pell Grant received is calculated based on the students expected family contribution.

### **FEDERAL SEOG (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. The amount of the FSEOG award is \$200 per payment period for full-time students and \$100 for part-time students.

### **FEDERAL WORK STUDY (FWS)**

Provides students an opportunity to earn a limited amount of money while in school. FWS pays at least minimum wage.

**TSAA** is a state grant and is based on tuition and fees only. All students who apply for PELL before March 1<sup>st</sup> before the new award year are considered. Students will receive notification from TSAC concerning their award. Guidelines are the same as federal guidelines.

### **WILDER-NAIFEH TECHNICAL SKILLS GRANT (Lottery Scholarship)**

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 1st

Spring term deadline – March 1st

Summer term deadline – June 1st

The Wilder-Naifeh Technical Skills Grant (WNTSG) becomes effective Fall 2004.

### **Eligibility:**

- Must be a Tennessee resident one year prior to the processing date of the FAFSA. State residency is determined using Tennessee Board of Regents Rules.
- Must be a U.S. citizen or permanent resident.
- Must be in compliance with Selective Service requirements.
- Must be in compliance with federal drug-free rules and laws for receiving financial aid.
- Must not be in default on a federal student loan.
- Must not owe a financial aid refund or overpayment.

- Must not be incarcerated.
- Must meet the enrollment requirements for both the school and the program. (Recipients do not have to have a high school diploma or GED if not required for enrollment in the school or program.)
- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are NOT eligible.
- Must have never received the HOPE scholarship or have completed a certificate or diploma program with the WNTSG.
- There is no income limit for eligibility.
- A student with a bachelor's degree may be eligible to receive the WNTSG.

#### **Retention of the Wilder-Naifeh Technical Skills Grant:**

- Must continue to meet all eligibility requirements.
- Must re-apply each year using the FAFSA.
- Must maintain continuous enrollment unless a leave of absence is granted. (See below.)
- Must maintain satisfactory progress and attendance according to the standards used for all other financial aid programs. **(Failure to maintain a satisfactory progress cannot be appealed.)**
- May receive the WNTSG for all coursework required for completion of the certificate or diploma program.

Once a student becomes ineligible for the WNTSG, for any reason, the student shall not be eligible to regain the WNTSG or any Lottery Scholarship.

#### **Leave of Absence:**

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

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

Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Other sources of aid include Veterans' benefits, Vocational Rehabilitation, and WIA. Vocational Rehabilitation and WIA sponsor only full-time students. Part-time benefits are allowed under the VA; however, no evening students can be certified because of attendance guidelines under VA regulations.

Private Scholarships are available on a limited basis

#### **ELIGIBLE PROGRAM**

Students enrolled at the TCAT in a program of study less than 600 clock hours will not be eligible for Pell.

All programs at the TCAT meet federal guidelines and are Pell Grant approved except: CNA Training, Technology Foundations, and GED Training.

Full-time day students enrolled at the TCAT in a program of study 600 clock hours or more will be eligible to waive their tuition and book expense to the Federal Pell Grant program.

All certificate and diploma programs offered are WNTSG eligible except CNA.

## **TRANSFER STUDENTS**

Financial aid does not automatically transfer from one school to another. Consult the financial aid administrator at either school for information on transferring financial aid.

## **APPLYING FOR FINANCIAL AID**

All interested students are encouraged to apply for financial aid. Students must file the Free Application for Federal Student Aid (FAFSA) to determine eligibility. The FAFSA may be completed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **VERIFICATION**

Either the Department of Education of the Tennessee College of Applied Technology may select any student for a process called verification. This means the student will be asked to prove that information reported on his/her FAFSA is correct. Information to be verified can include income, federal income tax paid, household size, applicant's status as a dependent or independent student, high school completion status, identity, and statement of educational purpose.

As a part of the verification process, students selected must submit copies of certain documents to the financial aid administrator.

## **INFORMATION**

1. The Financial Aid Office reserves the right to review any award because of changes in financial or enrollment status. Recipients of financial aid are required to inform the Financial Aid Office of any scholarship, loan, work, or grant awarded them by a source other than the Financial Aid Office. Failure to do so may result in cancellation of aid.
2. Students may continue to receive financial aid as long as they continue to maintain satisfactory progress and attendance. Recipients are expected to enroll as full-time students unless prior arrangements have been made with the Financial Aid Office.
3. Financial need will be examined each year and an appropriate increase or decrease will be made in the amount of the assistance offered. A new financial aid application must be submitted. The renewal application must be submitted to the Financial Aid Office far enough in advance of the new award year (July 1) to have the financial aid package in place prior to July 1.
4. Students who find it necessary to withdraw from school or who drop below full-time status must notify the Financial Aid Office concerning this action.

5. Students have the right to reject any part of the financial aid package; however, that part of the financial award which is rejected will not be replaced by funds from other programs.
6. Remember, any commitment of government funds (Federal PELL Grants, Federal Supplemental Education Opportunity Grants, Federal Work Study, or Tennessee Student Assistance Awards) is contingent upon Congressional appropriates and subsequent receipt of the funds by the Tennessee College of Applied Technology.

## **RIGHTS AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS**

### **Students have the right to ask the school:**

- The names of its accrediting and licensing organizations.
- About its programs, instructional laboratories, physical facilities, and its faculty.
- The cost of attendance, and what its policy is concerning refunds to students who withdraw.
- The financial assistance available, including information on all federal, state, local, private, and institutional financial aid programs.
- The procedures and deadlines for submitting financial aid applications.
- How it selects financial aid recipients.
- How it determines student financial need.
- How much financial need, as determined by the school, has been met.
- How and when student will be paid.
- To explain each type and amount of assistance in the financial aid package.
- If offered a Federal Work-Study job, what kind of job it is, what the hours of work are, what the duties will be, what the rate of pay will be, and how and when paid.
- To reconsider the aid package if the student believes a mistake has been made or if enrollment or financial circumstances have changed.
- How the school determines whether student is making satisfactory progress and what happens in the event satisfactory progress is not maintained.
- About facilities for handicapped persons

**Students have responsibilities to:**

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

**SATISFACTORY  
PROGRESS AND ATTENDANCE  
FOR  
FINANCIAL AID**

To make satisfactory progress a student must:

- Maintain at least a "C" average for each term. (term = payment period).
- Complete 90.3 percent of the scheduled hours for which the student enrolled. (42 hours of excused absence is standard policy for a full term of attendance; 90.3 percent is to be used for attendance less than full-time, 90.3 percent computes as follows: 432 hours minus 42 hours equals 390 hours. 390 divided by 432 equals 90.3 percent (quantitative with per term increments).
- Satisfactory progress will be evaluated at the end of each term.

If a student fails to meet satisfactory attendance policies at the end of the term, the student will not be eligible for financial assistance for the next disbursement period. However, in the case of extenuating circumstances, a student may appeal the loss of his/her financial aid. See appeal procedures (this section).

**RETURN OF TITLE IV FUNDS POLICY**

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student withdraws from classes. Students who withdraw from classes prior to completing more than 60 percent of an enrollment term will have their eligibility for aid recalculated based on the percent of the term they completed. For example, a student who withdraws completing only 30 percent of the term will have "earned" only 30 percent of any Title IV aid received. The remaining 70 percent must be returned.

THIS POLICY SHALL APPLY TO ALL STUDENTS AT THE TENNESSEE COLLEGE OF APPLIED TECHNOLOGY WHO RECEIVE FINANCIAL AID FROM TITLE IV FUNDS.

"TITLE IV FUNDS" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and for the TCAT includes Federal Pell Grants and Federal SEOG.

Title IV aid is earned in a prorated manner on a daily basis up to and including the student's 60 percent point of attendance in the term. (Please note: Total clock hours completed for the term are used in this calculation. Absences do NOT count as completed hours.)

Title IV aid earned by the student shall be calculated as follows:

Clock hours completed by student  
equals % of term completed  
Total number of hours in period of enrollment

Clock hours completed by student  
equals % scheduled & completed  
Total hours scheduled to complete as of withdrawal date

Percent of term completed  
equals Title IV aid earned by student  
Title IV aid awarded for the term

Unearned Title IV aid shall be returned to the appropriate program. When the total amount of unearned aid is greater than the amount returned by the Tennessee College of Applied Technology from the student's account, the student is responsible for repaying the unearned aid. The Financial Aid Office will notify the student of the amount of repayment due within 30 days of determining the student's withdrawal. The student has 30 calendar days after notification to make a repayment in full to TTC's Business Office, or make satisfactory repayment arrangements.

Any repayment owed will be sent to the U. S. Department of Education for collection if the student does not make repayment within the allotted time.



## **STUDENTS OWING REPAYMENTS WILL NOT BE ELIGIBLE FOR ANY TITLE IV AID.**

TCAT's responsibilities in regard to the return of Title IV funds include:

- Providing each student with the information given in this policy,
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for the students,
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibility in regard to the return of Title IV funds include:

- Becoming familiar with the Return of Title IV Funds Policy and how withdrawal affects eligibility for Title IV aid,
- Returning to the Title IV programs any funds that were disbursed to the student and for which the student was determined to be ineligible via the Title IV funds calculation.

The policies and procedures listed above supersede those published previously and are subject to change at any time by the U. S. Department of Education.

Worksheets for these calculations are available upon request in the school's Financial Aid Office.

## **CHANGES OF PROGRAM**

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

## **DISBURSEMENT OF FINANCIAL AID**

### **CHARGING**

*Students will be able to charge books and tuition against their financial aid (TELS, Pell, scholarships or agency) on their first day of enrollment if there is an eligible SAR on file and his/her financial aid folder is complete. TCAT Morristown would prefer they use their WNTSG for book purchases first, but realizes there will be certain situations where it will be more feasible to charge fees first. The decision of what to charge first will be made on an individual basis. Students will be encouraged to charge to TELS before charging to Pell. Effective July 1, 2011, students, whose programs require supplies/equipment prior to check disbursement, will be allowed to order them and charge to their financial aid. Students are not required to purchase books or supplies/equipment from our bookstore.*

*They may purchase them from an outside vendor, but the student will not be able to charge to their financial aid.*

## **RECEIPT OF FINANCIAL AID**

Because a majority of the payment periods are longer than our academic terms, each payment period will have multiple disbursements to best meet the needs of the student's cost for tuition, fees and supplies each academic term. Once a new student has enrolled, registration is completed, and their financial aid file has been processed, the Financial Aid Office will determine if a student is due a credit balance from financial aid. A student's credit balance (check) will be issued as soon possible. Please note that subsequent disbursements will be based on each individual student's progression in their program. All financial aid checks will not be issued on the same day, but will be based on each individual student's date of enrollment, program length, payment period, and program progression.

## **APPEAL PROCEDURES**

Any student who wishes to appeal the loss of financial aid eligibility due to grades or attendance must submit his/her request in writing to the Financial Aid Administrator.

Academic Probation (failure to meet satisfactory progress standards). Within ten days of notification of failure to make satisfactory progress, a written appeal must be submitted to the Financial Aid Administrator. The appeal must be in writing and should give reasons for unsatisfactory progress. Supporting documentation for absences should be presented, if possible. The committee will meet on appeals concerning satisfactory progress. If the committee initially denies an appeal, the student will be given the opportunity to present his/her case to the committee in person. The committee will then vote and advise the student of the outcome.

Attendance Probation. If a student receives his/her financial aid award and has not completed 91 percent of the scheduled hours in which they enrolled, notification will be mailed to the student. Since attendance is checked at the end of each term, the letters will be mailed during the break. Students must appeal this in writing before the beginning of the next term in order to use their Pell for tuition and/or books. If the appeal is not received by the first day of the term, the student will have to attend the entire term without financial aid.

Once the appeal is submitted, the committee will meet and determine whether or not to reinstate the student's aid for the term and notify the student.

# TCAT-Morristown Suicide Prevention Plan

College students are in a state of life transition and can be overwhelmed with new opportunities and new responsibilities. Lifestyle changes, such as sleep deprivation and substance abuse, can contribute to suicidal behavior.

- Suicide is the second leading cause of death for college students
- Approximately 1,100 college students die by suicide every year
- 6% of college students report they have seriously considered suicide over the past year; 90% of those students created a suicide plan, 14% actually attempted suicide, and 60% continued to have thoughts of suicide. (tspn.org) As such, and in compliance with the requirements of T.C.A. § 49-7-1, TCAT-Morristown has developed a suicide prevention plan and an associated protocol that engages in a variety of initiatives to improve crisis services.

## PREVENTION

- *Suicide or Mental Health Wellness Syllabus Course Handbook/Statement:* All faculty syllabus documents, TCAT-Morristown and/or program handbooks will prominently display the following statement:  
TCAT-Morristown is committed to and cares about all students. Support services are available for any person at TCAT-Morristown who is experiencing feelings of; being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help contact the National Suicide Lifeline Number 1-800-273-TALK(8255) or Text "TN" to 741741 or the Trevor Lifeline at 1-866-488-7386. Veterans may also wish to contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

- *Relationships:* TCAT-Morristown will establish relationships with local Mental Health facilities for the purpose of providing annual suicide prevention education and outreach, programming, and/or prevention screenings.

TCAT-Morristown has a relationship in place with the following community agencies, hereby referred to as Agency, to provide the noted services

### Agency 1: Cherokee Health Systems

#### Services Provided:

- Adult primary & behavioral care
- Child & Adolescent Care
- Women's Services
- Addiction Services
- Pharmacy
- Social Services
- Hispanic and Immigrant Services
- Prescription Medication Refills
- Crisis Services
- Getting Copies of Medical Records

#### Contact Information:

- *Appointments & Information for New Patients:* 1-866-231-4477
- *Marketplace Health Insurance Assistance:* 1-866-672-1979
- *Pharmacy:* 1-866-461-4372
- *Communications and Development:* 865-934-6710

#### Crisis Contact Information:

- *Cherokee Health Systems Mobile Crisis:* 1-800-826-6881
- *Adult Statewide Crisis Telephone Line:* 1-855-274-7471
- *National Suicide Prevention Lifeline:* 1-800-273-8255

Source: [www.cherokeehealth.com](http://www.cherokeehealth.com)

### Agency 2: Helen Ross McNabb Center

#### Services Provided:

##### Adult Services

- Mental Health Services
- Substance Abuse & Co-Occurring Services
- Social Services
- Crisis Services
- Domestic Violence Services
- Sexual Assault Center of East Tennessee
- Criminal Justice Services

##### Children, Youth & Family Services

- Early Intervention & Prevention Services
- Mental Health Services
- Substance Abuse & Co-Occurring Services
- Social Services
- School-Based Services
- Juvenile Justice Services
- Foster Care & Adoption

#### Contact Information

- Main Line: 1-800-255-9711

#### Crisis Contact Information

- Mobile Crisis Unit (All Ages) 865-539-2409
- Adult Crisis Stabilization Unit 865-541-6958
- Family Crisis Center (Domestic Violence) 865-637-8000
- Sexual Assault Center of East TN 865-522-7273
- Safe Place 865-5232689

Source: [www.mcnaabbcenter.org](http://www.mcnaabbcenter.org)

Information regarding such relationships at TCAT-Morristown is available in Student Services and in the Student Handbook

which can be found at <https://tcatmorristown.edu/current-students/student-handbookcatalog>. Student Services will have available a

comprehensive list of partners and services available to members of the TCAT-Morristown community which may include crisis

referral services, prevention screenings, training programs, etc.

- **Training:** TCAT-Morristown will provide annual suicide prevention training to faculty and staff. The training can be scheduled offered through third party providers via relationships with community-based organizations/individuals and/or the Tennessee Suicide Prevention Network or local agency.
- **Dissemination of Information:** TCAT-Morristown will promote the available resources related to suicide prevention services to include, but not be limited to, its Partnership Relationships, campus resources, the National Suicide Prevention Lifeline, and/or or Crisis Text Line on the TCAT-Morristown website and/or additional campus media and training formats.  
[Examples may include: sharing information during Orientation, flyers/posters, phone numbers posted and available, resources listed on the website (include a link to the [tspn.org/hetf](http://tspn.org/hetf) website), Student Alerts, etc.]
- TCAT-Morristown will disseminate a link to the plan each academic term via appropriate and effective channels of communication to faculty, staff, and students (e.g. email, mass text, social media, handbook, etc.). Student Services will be responsible to disseminate the plan and record each dissemination. t
- TCAT-Morristown will distribute Resource Guides/Packets during student orientation. Sample brochures, including Saving College Student Lives in Tennessee, are available by contacting the Tennessee Suicide Prevention Network or directly through this link (<http://tspn.org/wp-content/uploads/2019/03/TSPN-Trifold-2019-College-Students.pdf>).

## INTERVENTION

### SUICIDE WARNING SIGNS

A list of potential warning signs

There is no typical suicidal person. No age group, ethnicity, or background is immune. Fortunately, many troubled individuals display behaviors deliberately or inadvertently signal their suicidal intent. Recognizing the warning signs and learning what to do next may help save a life.

The Warning Signs: The following behavioral patterns may indicate possible risk for suicide and should be watched closely. If they appear numerous or severe, seek professional help at once. The National Suicide Prevention Lifeline at 1-800-273-TALK (8255) provides access to trained telephone counselors, 24 hours a day, 7 days a week or the Crisis Text Line by texting TN to 741 741.

- Talking about suicide, death, and/or no reason to live
- Preoccupation with death and dying
- Withdrawal from friends and/or social activities
- Experience of a recent severe loss (especially a relationship) or the threat of a significant loss
- Experience or fear of a situation of humiliation or failure
- Drastic changes in behavior
- Loss of interest in hobbies, work, school, etc.
- Preparation for death by making out a will (unexpectedly) and final arrangements
- Giving away prized possessions
- Previous history of suicide attempts, as well as violence and/or hostility
- Unnecessary risks; reckless and/or impulsive behavior
- Loss of interest in personal appearance
- Increased use of alcohol and/or drugs
- General hopelessness
- Recent experience humiliation or failure
- Unwillingness to connect with potential helpers' feelings, thoughts, and behaviors

*Nearly everyone at some time in his or her life thinks about suicide. Most everyone decides to live because they come to realize that the crisis is temporary, but death is not. On the other hand, people in the midst of a crisis often perceive their dilemma as inescapable and feel an utter loss of control. Frequently, they:*

- *Cannot stop the pain*
- *Cannot think clearly*
- *Cannot make decisions*
- *Cannot see any way out*
- *Cannot sleep eat or work*
- *Cannot get out of the depression*
- *Cannot make the sadness go away*
- *Cannot see the possibility of change*
- *Cannot see themselves as worthwhile*
- *Cannot get someone's attention*
- *Cannot seem to get control*

### **What Do You Do?**

1. *Be aware. Learn the warning signs listed above.*
2. *Get involved. Become available. Show interest and support.*
3. *Ask if s/he is thinking about suicide.*
4. *Be direct. Talk openly and freely about suicide.*
5. *Be willing to listen. Allow for expressions of feelings and accept those feelings.*
6. *Be non-judgmental. Avoid debating whether suicide is right or wrong, whether someone's feelings are good or bad, or on the value of life.*
7. *Avoid taunting the person or daring him/her to "do it".*
8. *Avoid giving advice by making decisions for someone else to tell them to behave differently.*
9. *Avoid asking "why." This only encourages defensiveness.*
10. *Offer empathy, not sympathy.*
11. *Avoid acting shocked. This creates distance.*
12. *Don't keep someone else's suicidal thoughts (or your own) a secret. Get help, silence can be deadly.*
13. *Offer hope that alternatives are available. Avoid offering easy reassurance; it only proves you don't understand.*
14. *Take action. Remove anything that the person could use to hurt themselves means. Get help from individuals or agencies specializing in crisis intervention and suicide prevention.*

### **Who Can You Talk To?**

- *A community mental health agency*
- *A private therapist*
- *A school counselor or psychologist*
- *A family physician*
- *A suicide prevention/crisis intervention center*
- *A religious/spiritual leader*

*If you or someone you know is severely depressed, potentially, or actively suicidal, call the National Suicide Prevention Lifeline at 1-800-237-TALK (8255). Trained counselors in your area are standing by to provide you with the help you need.*

### **Saving College Student Lives in Tennessee:**

*Saving College Student Lives in Tennessee is a brochure available through The Tennessee Suicide Prevention Network, which can be found at: (<http://tspn.org/wp-content/uploads/2017/08/TSPN-College-Student-2017.pdf>). This brochure provides information about signs and risk factors related to the potential for suicide, as well as resources and information on how to help.*



**TRAINING PROGRAMS OFFERED  
AT  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY**

Administrative Office Technology  
Administrative Office Technology - Hawkins County Branch  
Automotive Technology  
Automotive Technology - Full Time Evening Class  
Automotive Technology - Greeneville  
Automotive Technology- Greeneville - Full Time Evening Class  
Aviation Maintenance Technology  
Building Construction Technology  
Collision Repair Technology  
Collision Repair Technology- Greeneville  
Computer Aided Design Technology  
Computer Information Technology  
Computer Information Technology - Greeneville  
Digital Graphic Design  
Cosmetology - Greeneville  
Heating, Ventilation, Air Conditioning, and Refrigeration  
Heating, Ventilation, Air Conditioning, and Refrigeration - Hawkins County Branch  
Industrial Electricity  
Industrial Electricity - Hawkins County Branch  
Industrial Electricity - Greeneville  
Industrial Maintenance  
Industrial Maintenance - Hawkins County Branch  
Machine Tool Technology  
Machine Tool Technology - Greeneville  
Pipefitting and Plumbing Technology  
Practical Nursing  
Practical Nursing - Claiborne County  
Practical Nursing - Greeneville  
Practical Nursing - Cocke County  
Welding  
Welding - Full Time Evening Class  
Welding - Hawkins County Branch  
Welding - Greeneville

**MORRISTOWN**  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
821 West Louise Avenue  
Morristown, Tennessee 37813-2094  
(423) 586-5771

**GREENEVILLE**  
INSTRUCTIONAL SERVICE CENTER  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
LAUGHLIN MEMORIAL HOSPITAL  
1420 Tusculum Blvd.  
Greeneville, Tennessee 37743  
(423) 787-7011

**GREENEVILLE**  
INSTRUCTIONAL SERVICE CENTER  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
1121 Hal Henard Road  
Greeneville, Tennessee 37743  
(423) 787-0232

**HAWKINS COUNTY BRANCH**  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
323 Phipps Bend Road  
Surgoinsville, Tennessee 37873  
(423) 345-4130

**CLAIBORNE COUNTY**  
INSTRUCTIONAL SERVICE CENTER  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
1325 Claiborne Street  
Tazewell, Tennessee 37879  
(423) 851-5219

**COCKE COUNTY**  
INSTRUCTIONAL SERVICE CENTER  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
BEN W. HOOPER CAREER AND TECHNICAL  
EDUCATION CENTER  
216 Hedrick Drive  
Newport, Tn 37821  
423-623-6072

**AVIATION MAINTENANCE TECHNOLOGY EXTENSION**  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
340 Piper Street  
Morristown, Tennessee 37814  
(423) 581-7028

## **ADMINISTRATIVE OFFICE TECHNOLOGY**

C. I. P. Code 32.52.0402.00

The Administrative Office Technology program is designed to develop the skills necessary for entry-level employment in the office of the 21<sup>st</sup> Century. While traditional office skills are still needed, there is an increasing emphasis on positive worker characteristics and computer skills. The curriculum is student-centered and employment focused.

The equipment that is used in this program is similar to what might be found in a business office. A few of the software programs include Microsoft Word, Excel, and Power Point.

Students will take courses based on the requirements of the diploma or certificate program in which they are enrolled. Students may choose from several options.

General Office Assistant	432 hours	Certificate
Administrative Support Specialist	864 hours	Certificate
Administrative Assistant	1,296 hours	Diploma
Accounting Assistant	1,296 hours	Diploma
Medical Administrative Assistant	1,296 hours	Diploma

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## **AUTOMOTIVE TECHNOLOGY**

C. I. P. Code 29.47.0604.00

The Automotive Technology program provides instruction in the latest, most comprehensive methods of diagnosis, service, and repair of today's sophisticated automobiles. This program enables students to actually perform service jobs such as oil change and lube jobs to brake repair, overhaul of engines and transmissions, and diagnosis of electrical and computer systems with the latest diagnostic equipment.

The Automotive Technology program is Automobile Service Excellence (ASE) certified, and with the training available in this program, a student can become ASE certified as well.

Students may specialize and be certified in one area of the program such as engine repair or climate control, or they can take the entire program and become certified in all areas. The Automotive Technology program is self-paced and training can be individualized.

Brake and Chassis Technician	432 hours	Certificate
Automotive Technician Apprentice	864 hours	Certificate
Automotive Service Technician	1,728 hours	Certificate
Automotive Technician	2,160 hours	Diploma

## **AVIATION MAINTENANCE TECHNOLOGY**

C.I. P. Code 29.47.0608.00

The Aviation Maintenance Technology program prepares students to inspect, repair, service, and overhaul airframe and power plant systems. Students also receive training in the electrical and electronics area of the aviation industry. The program offers specialized classroom instruction and practical hands-on experience in the field of aviation airframe and power plant maintenance. Upon completion of the program the student will be eligible to take the Federal Aviation Administration Certification Exam to become a licensed airframe and power plant mechanic.

Airframe	1,296 hours	Diploma
Power Plant	1,944 hours	Diploma

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## **BUILDING CONSTRUCTION TECHNOLOGY**

C. I. P. Code 29.46.0415.01

The BCT program provides students with basic training in areas concerned with building homes. As trends and consumer tastes change, builders must be prepared. This course is designed to prepare the student for this ever changing industry. The training is based upon fundamental construction techniques with an emphasis on energy efficiency and sustainability.

Carpenter Helper	432 hours	Certificate
Carpenter Diploma	1296 hours	Diploma

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## **COLLISION REPAIR TECHNOLOGY**

C. I. P. Code 29.47.0603.00

The Collision Repair Technology program is designed to provide training in repairing damaged auto bodies and parts. This program is Automotive Service Excellence (ASE) certified and will prepare students to obtain individual certification. Students may choose to do general body and paint work and develop skills in many areas, or they may specialize in the areas in which they have the greatest ability and interests.

There are opportunities to learn many skills such as metal work, spray painting, welding, auto glass, and electrical systems. Auto Body Technology is a self-paced program.

Job opportunities are great as an Automotive Body Repairer. A graduate could perform custom car work, become an estimator, a salesperson, shop manager, or be a business owner.

Non-structural Assistant	432 hours	Certificate
Non-structural/Structural Assistant	864 hours	Certificate
Collision Repair Technician	1,296 hours	Diploma
Automotive Refinishing Technician	1,296 hours	Diploma
Collision Repair/Refinishing Technician	1,728 hours	Diploma

## COMPUTER AIDED DESIGN TECHNOLOGY

C. I. P. Code 09.15.1301.00

The students are taught to translate the ideas, notes, rough sketches, specifications, and calculations of engineers, architects, and designers into working plans which are used by skilled craftsmen in making a product. Instruction in calculating the strength, reliability, and cost of materials is also included as well as being able to describe exactly what materials and processes workers are to use on a particular job.

This program includes manual lettering and drawing techniques, how to use engineering handbooks and tables, mathematics, Computer Assisted Drafting and Design (CAD), and other physical sciences. Students may specialize in either Mechanical or Architectural Design or they may obtain a working knowledge of both areas. All instruction is self-paced with emphasis on the use of CAD.

Assistant Drafter	432 hours	Certificate
Detail Drafter	864 hours	Certificate
Drafting and CAD Technician	1,728 hours	Diploma
Mechanical Drafter	1,728 hours	Diploma
Residential Architectural Drafter	1,728 hours	Diploma

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## COMPUTER INFORMATION TECHNOLOGY

C. I. P. Code 06.11.1006.00

The Computer Information Technology program is designed to provide training in basic theories, principles, practices, experiments, and hands on training needed to enable students to become proficient in computer systems. Computer Information Technology students are taught basic concepts as well as computer operations techniques involving hardware and software.

The necessary knowledge is provided to meet industry standards for a computer systems specialist. Students are taught the most practical aspects of troubleshooting computers. They gain an understanding of microcomputers and computer interfaces. Knowledge of microprocessors and computer interfaces is necessary when troubleshooting computers and high-tech equipment.

Students are introduced to networks through lectures, demonstrations, discussions, and hands-on labs. Installations of both attended and unattended servers are performed using various file systems. Students are taught how to install and administer active directory services and how to manage services objectives.

Students will monitor systems performance; administer Internet Information Services; and administer user accounts, group accounts, group policies, and print services. They learn how to administer and maintain network protocols and services such as virtual private networking, routing and remote access services, DHCP, WINS, and DNS. Data backup, disaster protection, and recovery from a disaster are also covered.

Personal Computer Operator	216 hours	Certificate
Technical Support Specialist	642 hours	Certificate
Information Technology Network Support Specialist	1,080 hours	Certificate
Information Technology Security Specialist	1,296 hours	Certificate
Information Technology System Support Specialist	1,728 hours	Diploma
Information Technology Systems Coordinator	2,160 hours	Diploma

**COSMETOLOGY**  
C. I. P. Code 07.12.0401.00

The Cosmetology Program's mission is to provide the necessary training in the theory and clinical knowledge for the student to be successful with the cosmetology industry. Instruction is designed to qualify students for employment upon graduation and to aid in the passing of the State Board of Cosmetology Licensing Exam, which consists of a written test and practical test. Licensing is required for individuals to be employed as cosmetologists in the State of Tennessee.

Classroom instruction and practical learning experiences are interwoven into a variety of beauty treatments, including the care and beautification of hair, complexion, and hands. The course of study includes hands-on and classroom instruction in giving shampoos, rinses, scalp treatments, hair styling, setting, cutting, tinting, bleaching, permanent waving, facials, hand and arm massages, bacteriology, anatomy, hygiene, sanitation, and salon management.

The State of Tennessee requires that cosmetologist complete 1500 hours of training.

Shampooist	300 hours	Certificate
Cosmetologist	1,500 hours	Diploma

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**DIGITAL GRAPHIC DESIGN**  
C.I.P. Code 30.50.0402.01

Students are taught the practical aspects of the graphic communications and printing industry in this program. Included are Layout and Design techniques, Desktop Publishing, Web Page Design, Electronic Imaging, Pre-Press, Duplicating, and Bindery. Desktop Publishing is taught using state-of-the-art software for Page Design, Illustration, Scanning, Image Editing, Pre-Press, and Digital Photography.

Business cards, flyers, books, ads, brochures, and business forms are just a few of the many projects used in this program for instruction.

Graphic Production Technician	432 hours	Certificate
Graphic Design	864 hours	Certificate
Multimedia Design	1,296 hours	Diploma

## **HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION**

C. I. P. Code 29.47.0201.00

The Heating, Ventilation, Air Conditioning, and Refrigeration Technology program is designed to provide training in troubleshooting, repairing, and installing heat pumps, gas and electric heating equipment, and refrigeration equipment, both residential and commercial.

The program provides the student with the opportunity to learn silver soldering with an oxyacetylene torch; install and adjust electrical controls, work with electrical meters and pressure gauges; and diagnose, disassemble, and reassemble refrigeration and heating systems.

Students will interpret technical manuals and schematics as well as electrical troubleshooting. There is always a demand for good HVACR technicians due to the amount of housing, businesses and industries, and tourist attractions located in this region.

HVAC Mechanic Assistant	432 hours	Certificate
Domestic Unit Repair	864 hours	Certificate
Heating, Ventilation, and Air Conditioning Technician	1,296 hours	Diploma
Heating, Ventilation, Air Conditioning and Refrigeration Technician	1,728 hours	Diploma
HVAC Major Appliance Technician	1,728 hours	Diploma

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## **INDUSTRIAL ELECTRICITY**

C. I. P. Code 29.46.0302.02

The Industrial Electricity program is designed to provide training in basic theories, principles, practices, experiments, and hands on experience needed to solve everyday problems involved in electrical maintenance, installation, repair, and operation of electrical equipment.

Industrial Electricity students will use calculations based on OHM's Law to solve problems in electrical and electronic circuits. Reading of schematic, logic and line diagrams is included as well. Students are taught the most practical aspects of troubleshooting electrical problems. They gain an understanding of electrical safety, theory, and application. Knowledge of schematic diagrams, national electric code, electric motor control, and programmable logic controllers is essential when troubleshooting high-tech electrical equipment.

Electrician Helper	432 hours	Certificate
Electrician Apprentice, Class II	864 hours	Diploma
Electrician Apprentice, Class I	1,296 hours	Diploma
Industrial Electrician	1,728 hours	Diploma

## **INDUSTRIAL MAINTENANCE**

C. I. P. Code 29.47.0303.10

The Industrial Maintenance program is designed to provide students general skills in a variety of areas common to industry. Students receive training in basic welding techniques and cutting processes; machine tool technology training that includes shop theory, blueprint reading and sketching, use of hand tools and technical manuals, and the use of precision measuring instruments. Machine Tool Technology also includes set-up and operation of computer controlled milling machines and lathes. Also included is Industrial Electricity that provides training in electrical maintenance, installation, repair, and operation of electrical equipment. Students also receive Mechanical Maintenance that consists of training from lubrication through pumps, bearings, gearing, etc.

Cross training enables students to have knowledge in several areas and does not limit them to one field of expertise. The successful job seeker in today's market brings multiple skills to the workplace and thus enhances his or her value to the employer.

The student who completes this course will have met the requirements for an entry-level maintenance position.

Industrial Maintenance Apprentice	432 hours	Certificate
Industrial Maintenance Apprentice II	864 hours	Certificate
PLC/Robotics	1,296 hours	Certificate
HVAC Mechanical Helper	1,296 hours	Certificate
IM Maintenance Machinist	1,296 hours	Certificate
Combination Arc Welder	1,296 hours	Diploma
Industrial Maintenance Pipefitter	1,296 hours	Certificate
Industrial Maintenance Technician	1,728 hours	Diploma

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## **MACHINE TOOL TECHNOLOGY**

C. I. P. Code 29.48.0501.00

The Machine Tool Technology/CNC program is a state-of-the art program aimed at preparing students for entry into employment as machine operators, machinist, industrial maintenance persons, and other occupations which require skill in machining metals.

Instruction includes mathematics related to machining, machine tool theory, blueprint reading, use of hand tools and technical manuals, and the use of precision measuring instruments. Instruction also includes the set-up and operation of lathes, mills, surface grinders, and other related processes in the fabrication of articles and parts from metal. Machine Tool Technology also includes set-up and operation of computer controlled milling machines and lathes. Programming is taught on the machine tools and by the use of CAD-CAM software.

The development of skills and attitudes essential to successful employment is also included. The program is self-paced, and students may enter any time there is an opening.

Production Machine Tender	432 hours	Certificate
Machine Set-Up Operator	864 hours	Certificate
General Machinist	1,296 hours	Diploma
Machinist 1	1,728 hours	Diploma

## **PIPEFITTING AND PLUMBING TECHNOLOGY**

C. I. P. Code 29.46.0502.00

Pipefitting and Plumbing technology is a competency based course that takes 1296 hours to complete. The program is designed in conjunction with the NCCER curricula to provide training in skill sets vital to the trade that coincides with industry needs and standards. This program is geared to train the individual for the maintenance, industrial and construction environments. Course includes safety, systems, components, trade math, hand and power tools and fabrication skills. Upon completion the trainee will be able to enter the working environment as an entry level pipefitter or plumber.

The objective of this program is to learn basic knowledge of trade safety, math, materials, piping systems and overall industry standards. Also, to understand the importance of working together as a fitter/welder team and the importance of positive workforce development.

Pipefitter Helper	432 hours	Certificate
Pipefitter	864 hours	Certificate
Pipefitting and Plumbing Technician	1,296 hours	Diploma

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## **PRACTICAL NURSING**

C. I. P. Code 31.51.3901.00

The practical nurse is an integral practitioner on the health care team who renders nursing within a legally defined role. Practical nurse education prepares persons for gainful employment regardless of age, sex, religion, color, race, national origin, or disability. The education of practical nurses is provided with planned learning experiences in a logical sequence.

The Practical Nursing curriculum includes both theory and supervised clinical experience which will enable students to obtain the knowledge, skills, and attitudes to function within the scope of practical nursing. Upon successful completion of this program, a diploma will be issued, and a graduate will be prepared to successfully pass the National Council Licensure Examination for practical nursing. Licensure of practical nurses is regulated by the Tennessee Board of Nursing. Conviction of a misdemeanor or felony offense may be grounds for refusal by the Board to issue a license.

Practical Nursing	1,296 hours	Diploma
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**WELDING**  
C. I. P. Code 29.48.0508.00

The Welding program is designed to teach individuals how to weld various metals using different types of welding processes. The student begins with basic welding processes and techniques and then advances into processes such as pipe and tig welding. Students may elect to take the full course or may learn only one or two areas, such as mig welding for a production job or to upgrade current skills.

Welding is used almost everywhere, from construction of buildings and factories to cars and appliances. A good welder is always in demand and earns a good salary.

Shielded Metal Arc Welder	432 hours	Certificate
Gas Metal Arc Welder	864 hours	Certificate
Gas Tungsten Arc Welder	1,296 hours	Certificate
Combination Welder	1,296 hours	Diploma

## INSTRUCTIONAL STAFF

Darren Aldred.....	Computer Aided Design Technology
Terry Beckler .....	Heating, Ventilation, Air Conditioning, and Refrigeration Technology (Hawkins County Branch)
Kim Brewer.....	Cosmetology (Greeneville Instructional Service Center)
Lauren Bull .....	Practical Nursing (Tazewell)
Jason Carpenter.....	Machine Tool Technology/Computer Numerical Control
Jeff Cheek .....	Welding (Hawkins County Branch)
Daniel Cornett .....	Welding
David Dalton .....	Building Construction Technology
Rick Dibble .....	Industrial Electricity and Industrial Maintenance (Hawkins County Branch)
Randy Dunn .....	Collision Repair Technology
Sandy Fine .....	Machine Tool Technology
Sam Fox .....	Industrial Maintenance
Garrett Franklin.....	Industrial Electricity
Marty Gilbert .....	Practical Nursing
Woody Hechmer .....	Welding
Holly Hopson.....	Administrative Office Technology (Hawkins County Branch)
Vicki Jarvis.....	Technology Foundations
Benny Jones .....	Automotive Technology
Rhonda Mantooth.....	Practical Nursing (Cocke County)
J. B. Marshall.....	Aviation Maintenance Technology
Sandra Murray .....	Administrative Office Technology
Patsy Myers.....	Practical Nursing (Greeneville)
Regina Norton.....	Practical Nursing
Mike Parton.....	Automotive Technology
Randall Reed.....	Welding (Greene Technology Center)
Steven Robbins .....	Aviation Maintenance Technology
Chris Roberts .....	Pipefitting and Plumbing Technology
Brianna Richardson.....	Digital Graphic Design
Bette Seay .....	Practical Nursing
Tim Solomon.....	Heating, Ventilation, Air Conditioning, and Refrigeration
David Stansberry.....	Industrial Maintenance/Welding
Fred Starnes .....	Industrial Electricity
James Youngblood .....	Computer Information Technology
Resa Yount .....	Practical Nursing Coordinator
Charlene Zills.....	Practical Nursing

## FACULTY DEGREES

<u>Faculty</u>	<u>Degree</u>	<u>Received From</u>
Darren Aldred	A.A.S. Technology A.A.S. Welding Technology	Pellissippi State Technical Community College
Charles Fine	A.A.S.	Walters State Community College
Marty Gilbert	B.S.N.	University of Tennessee
Holly Hopson	B.A. M.A.	East Tennessee State University
Vicki Jarvis	M.A. Education in Supervision and Administration B.S Secondary Education in Psychology/Sociology	East Tennessee State University
Rhonda Mantooth	A.D.N. B.S.N.	Walters State Community College East Tennessee State University
J. B. Marshall	A.S.	Walters State Community College
Sandra Murray	M.S. Business Education B.S. Business Education A.S. Business	University of Tennessee University of Tennessee Walters State Community College
Patsy Myers	A.S.N. B.S.N.	Walters State Community College King University of Bristol TN
Lauren Bull	M.S.N. B.S.N. B.A.	Western Governors University Western Governors University University of Tennessee
Brianna Richardson	B.S. Recreation, Tourism, and Hospitality Management	University of North Carolina at Greensboro
Bette Seay	A.D.N.	Walters State Community College
Resa Yount	M.S.N.	East Tennessee State University
Charlene Zills	A.D.N. B.S. Early Childhood & Elem. Ed.	Regent's College Carson Newman College

## ADMINISTRATION

Jerry Young ..... President  
Susie Cox ..... Vice President  
Michelle Davenport ..... Campus Coordinator (Hawkins County Branch)  
Chris Edmonds ..... Business And Industry Coordinator

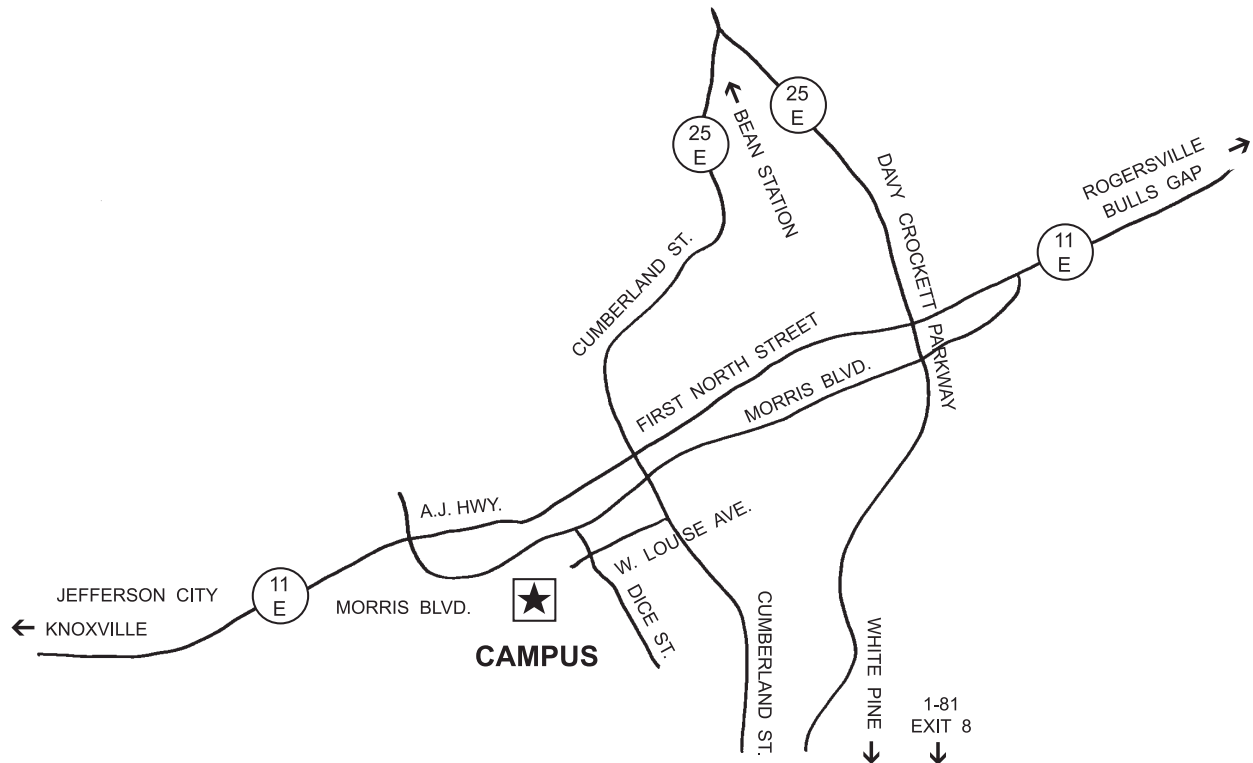
## STUDENT SERVICES

Brenda Lamb ..... Interim Student Affairs Liaison  
Audrey Lavender ..... Student Records/Registrar  
Teresa Spradling ..... Student Records/Registrar  
Pamela Ruffner ..... Admissions/Student Services  
Graciela Flores ..... Admissions/Student Services  
Sunville Kinsey ..... Admissions/Student Services

## STAFF

Efferd Barrett ..... Assistant Maintenance Supervisor  
Debbie Helton ..... Administrative Assistant  
Michelle Holt ..... Academic Student Support Associate  
Marilyn Johns..... Practical Nursing Administrative Assistant  
Melissa Johnson..... Business Office Coordinator/HR  
Jimmy Martin..... Student Records/Bookstore  
Meagan Quarles ..... Financial Aid  
Diane Riley ..... Financial Support Associate  
Josh Sonnenmeier ..... Printing Services  
Craig Steiner ..... Information Technology Assistant  
Patricia Trent..... Business Office  
Dave Voss..... Information Technology

## DIRECTIONAL MAP



## SERVICE AREA FOR TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT MORRISTOWN

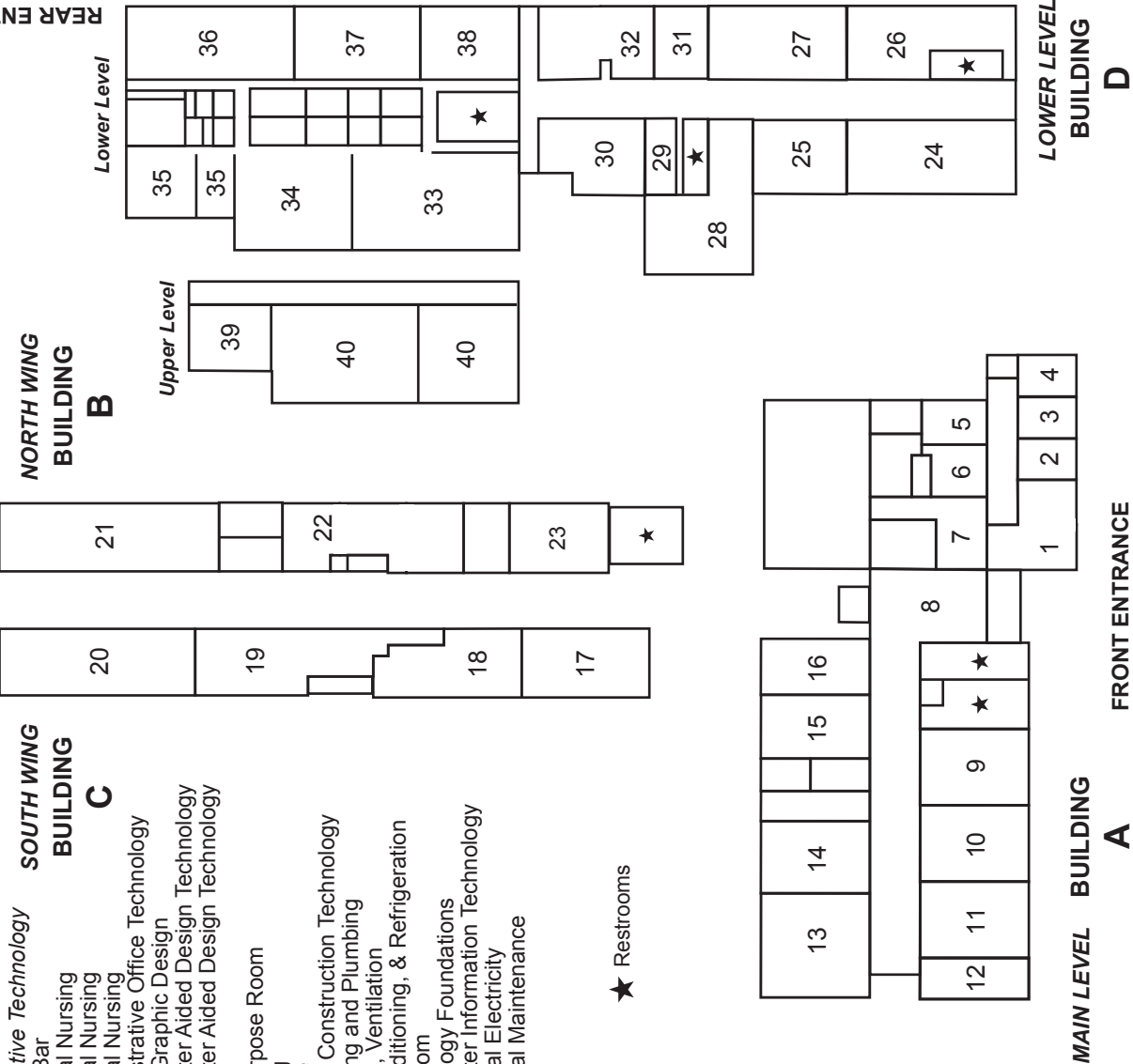


- ★ Main Campus
- ★ Branch Campus
- ☆ Instructional Service Center or Extension

## LEGEND

1. Office of President
2. Office of Vice President
3. Administrative Office
4. Business and Industry Coordinator
5. Storage
6. Planning Room
7. Administrative Assistant
8. Front Lobby
9. Financial Aid
10. Business Offices
11. Business Offices
12. Business Office Manager/  
Human Resources
13. Bookstore
14. Conference Room
15. Student Records
16. Admissions Computer Lab
17. Maintenance Supervisor
18. Welding
19. Machine Tool Technology
20. CNC
21. Collision Repair Technology

22. Automotive Technology
23. Snack Bar
24. Practical Nursing
25. Practical Nursing
26. Practical Nursing
27. Administrative Office Technology
28. Digital Graphic Design
29. Computer Aided Design Technology
30. Computer Aided Design Technology
31. Kitchen
32. Multipurpose Room
33. Welding
34. Storage
35. Building Construction Technology
36. Pipefitting and Plumbing
37. Heating, Ventilation  
Air Conditioning, & Refrigeration
38. Classroom
39. Technology Foundations
40. Computer Information Technology
41. Industrial Electricity
42. Industrial Maintenance



## CAMPUS MAP

## **Title IX**

The Tennessee College of Applied Technology - complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq. ("Title IX"). Title IX prohibits discrimination based on sex in education programs and activities, including with respect to admission and employment. Prohibited forms of sex discrimination include sexual harassment; sexual misconduct, including sexual assault, stalking, dating or domestic violence; and discrimination against pregnant/parenting students. Tennessee College of Applied Technology Morristown also prohibits retaliation because an individual filed a complaint of sex discrimination or participated in an investigation related to sex discrimination.

Information about the College's policies and procedures that prohibit sex discrimination, including sexual harassment and sexual misconduct, may be found in the links provided at the top of this sub-section, in the Student and Employee Handbooks, from the Student Services Office, on the TBR web site at <https://www.tbr.edu> and on the Tennessee College of Applied Technology Morristown website at [www.tcatmorristown.edu](http://www.tcatmorristown.edu). Inquiries or complaints concerning Title IX and/or the Title IX regulations may be referred to the College's Title IX coordinator 24/7 in person, by phone, and/or email at:

Efferd Barrett  
Title IX Coordinator  
821 W. Louise Ave  
Morristown, TN  
[ebarrett@tcatmorristown.edu](mailto:ebarrett@tcatmorristown.edu)  
423-586-5771 ext. 245

Or the Office for Civil Rights:

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>

### **Pregnant Students**

The Tennessee College of Applied Technology Morristown complies with Title IX as the law applies to pregnant/parenting students and is committed to their success. Students may:

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

The Tennessee College of Applied Technology Morristown will work with pregnant students to provide options for continuing in a program of study through excused absences or medical leave. Absences due to pregnancy or childbirth are excused absences when medically necessary. For detailed information or assistance see the Tennessee College of Applied Technology Morristown Title IX Coordinator, or Student Services Coordinator.

### **Disabled Students**

The Tennessee College of Applied Technology is committed to providing program access and accommodations for 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). Qualified students are defined as individuals who, with or without reasonable modifications and accommodations, meets the essential eligibility requirements for the program services and activities offered by the College. A disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities.

In order to obtain reasonable accommodations in relation to a qualifying disability, a student should contact Title IX Coordinator prior to enrollment, or as the need arises, and 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. The Tennessee College of Applied Technology - will engage in an interactive process with the student to determine appropriate and reasonable accommodation(s) in relation to the documented disability and program requirements. A request form for disability assistance is available by contacting Title IX Coordinator. The form along with medical documentation of the qualifying disability, must be submitted to initiate the interactive process.

