



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
HARRIMAN



Tennessee Colleges of Applied Technology-
Celebrating 50 Years of Technical Education!



2015-2016 STUDENT HANDBOOK

DANICE TURPIN, DIRECTOR

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
1745 HARRIMAN HIGHWAY
HARRIMAN, TN 37748

Welcome

Thank you for your interest in attending the Tennessee College of Applied Technology - Harriman. This college exists to provide you with the skills necessary to live and work in a changing society. Our staff is dedicated to providing the highest quality training for our students, and it is committed to helping you prepare for a successful future. The instructors are passionate about their teaching professions and want you to meet your educational and employment objectives.

This is an exciting time in your life. The attitude you bring as a new student, your participation, and desire to learn will make this time a rewarding experience. The opportunity is yours. The more you learn, the better prepared you are. This is another step in the life-long learning process that will better credential you and help provide for you and your family the quality of life you want and deserve.

Take advantage of the opportunities we offer. Please use this handbook as a source of information and guide to the programs and services that are available through Tennessee College of Applied Technology - Harriman. Our faculty and staff will gladly assist in answering your questions.

Your future is important to us. We appreciate the opportunity and look forward to serving you and many others from our five-county area of Anderson, Loudon, Morgan, Rhea, and Roane. I extend my sincere wish for success, and I hope to see you in a future graduation ceremony.

Danice E. Turpin
Director



History of Tennessee College of Applied Technology - Harriman

In 1969, sixteen acres of land were deeded to the State, the Roane County Court committed \$100,000 in construction funds, and on April 14, 1969, Governor Ellington announced that a State Area Vocational-Technical School would be built in Roane County. Construction was completed October 1, 1970, and the first students were enrolled November 30, 1970. Classes were filled to capacity and waiting lists for enrollment were established on a first-come, first-served basis. The first student graduated in 1971 with a certificate in drafting. Since 1970, over 11,000 students have enrolled in full- and part-time programs at the college.

Jackie Jackson served through September 1971 as the first administrator for the School. Farrell Kennedy served as Director through June 2001. Mark Powers was appointed Director in July 2001, and served through October 2008. Danice Turpin began serving as Interim Director November 2008 and was appointed Director in January 2010. In 1973, the college was accredited by the Southern Association of Colleges and Schools, and has continued accreditation continuously with the Council on Occupational Education.

The college has 60,227 gross square feet devoted exclusively for educational use, and 48,711 square feet devoted to classroom and laboratory use. The remaining footage is utilized as corridors, restrooms, and storage.

Mission

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

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

Vision

Tennessee College of Applied Technology - Harriman will incorporate the needs of students and of present and future employers to train/educate individuals to be employed in the present and future job market. Tennessee College of Applied Technology - Harriman will be a training center of choice for students and employers. The methods and techniques used to deliver instruction will remain progressive and enhance individual achievement. Customer-focused training will emphasize flexibility in content and scheduling. Enrollment of all categories of students will increase including full-time, part-time, high school and custom training. Training will remain accessible and affordable for a wide range of students. The number of programs qualifying students for certification standards will increase. Professional development of faculty and staff will provide for state-of-the-art instruction and management of the College.

Accreditation

Tennessee College of Applied Technology - Harriman is accredited by the Council on Occupational Education. The Council on Occupational Education is located at 7840 Roswell Road, Building 300, Suite 325. Atlanta, GA 30350, phone 770-396-3898, website www.council.org.

Governance

Tennessee College of Applied Technology - Harriman is governed by the Tennessee Board of Regents, and is one of 45 institutions in the seventh largest system of higher education in the nation. The 1963 General Assembly of Tennessee enacted legislation to provide a statewide system of technical colleges. Each college was designed to serve trainees by providing technical instruction and skill training. The Harriman College began classes in 1970 and now serves a broad geographical area that includes Anderson, Loudon, Morgan, Rhea, and Roane Counties.

The Tennessee College of Applied Technology -Harriman is governed by:

Tennessee Board of Regents

The Honorable Bill Haslam, Governor

Gregory Duckett,, 9th Congressional District, 2012-2018

John Farris, At-Large West Tennessee, 2008-2014

Darrell S. Freeman, 7th Congressional District, 2012-2016

Tom Griscom, 3rd Congressional District, 2011-2017

The Honorable Kevin S. Huffman, Commissioner of Education

The Honorable Julius Johnson, Commissioner of Agriculture

Fran Marcum, 4th Congressional District, 2010-2016

J. Parker Smith 1st Congressional District, 2013-2019

Rebecca Reeves, Student Regent 2014-2015

Richard Rhoda, Executive Director, Tennessee Higher Education Commission

Howard Roddy, At-Large, East Tennessee, 2010-2016

Emily J. Reynolds, Vice Chair, At-Large, Middle Tennessee, 2012-2018

John D. Stites II, 6th Congressional District, 2014 - 2018

Robert P. Thomas, 5th Congressional District, 2009-2015

Danni B. Varlan, 2nd Congressional District, 2013-2019

Dotty Webb, Faculty Regent 2014-2015



Tennessee Board of Regents Staff

John Morgan, Chancellor

James King, Vice Chancellor for Tennessee Technology Centers

Advisory Committees

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

Tennessee College of Applied Technology - Harriman General Advisory Committee

Darrell Richardson, Chair
(Publisher and Editor, The Oak Ridger)

Bobby Renfro
(Former Director of Workforce Development for WIA Area 4)

Edgar “Buddy” Bowers
(Former Regent, Tennessee Board of Regents)

Gary Human
(Jobs Development Specialist, TN Dept. of Economic & Community Development)

Darrell Williams
(VP of Business Development, The Roane Alliance)

Dr. Joseph Miller
(Principal, Morgan County Career and Technical Center)



Diesel Powered Equipment Technology Advisory Committee



Cosmetology Advisory Committee

Administration, Faculty, and Staff

Administration

Director

Danice Turpin
Ed.S. – Tennessee Technological University
M.A. Ed. - Tusculum College
B.S. – Tri-State University

Assistant Director

Chris Ayers
M.A. – Tennessee Technological University
B.S. – Tennessee Technological University

Student Services Coordinator

Sandy Aston-Wash
M.A. Ed. - Tusculum College
B.S. – University of Tennessee

Coordinator of Budgeting and Personnel Services

Darlene Wright
A.A.S. – Roane State Community College

Faculty

Administrative Office Technology

Angela Richardson
B.S. – East Tennessee State University
Microsoft Office Specialist-Access
Microsoft Office Specialist-Excel
Microsoft Office Specialist-Word

Automotive Technology

Larry Weatherly
ASE Master Certified Automobile Technician

Computer Information Systems

Kim Kruse
A.S. – Santa Fe Community College
Master CIW Designer
IC³ 2003, 2005 Certification
Adobe Certified Associate
A+ Certified Professional
IT Technician

Cosmetology

Karla Love
Licensed Instructor of Cosmetology
TN State Board of Cosmetology

Diesel Powered Equipment Technology

Kevin Human
A.A.S. – Roane State Community College
ASE Master Certified Medium/Heavy Truck Technician
ASE Certified Automotive Technician

Industrial Maintenance Technology

Paul Jones

Machine Tool Technology

Adam Dalton
Diploma, TN Technology Center at Crossville

Practical Nursing Coordinator	Jessica Sexton, RN, BSN, MHA-EDU M.H.A. – University of Phoenix B.S.N., Tennessee Wesleyan College
Practical Nursing	Robin Seiber, RN B.S. – University of St. Francis A.A.S. – Excelsior College
	Flesia Wilson, RN A.A.S. – Roane State Community College
Residential Wiring/Commercial/Industrial Electricity	Chris Harris NJATC/UT – Master Instructor/Trainer US DEPT. of Labor Bureau of Apprenticeship Standards and Training – Electrician NJATC – Inside Journeyman Wireman NFPA 70E Train the Trainer Code of Excellence Program
Technology Foundations	William Howard D.M.S. – St. Christopher’s College M.B.A. – Liberty University M.S. – Morehead State University B.S. – Morehead State University A.A.S. – Morehead State University
Welding Technology	Mike Russell Diploma, TN Technology Center at Harriman
<u>Support Staff</u>	
Receptionist	Linda Gibson Diploma, TN Technology Center at Harriman
Learning Center Specialist	Margaret Simmers Diploma, TN Technology Center at Harriman Certified Internet Webmaster; CIW Certification A+ Certification Network + Certification
Administrative Assistant – Evening School	William “Andy” Sammons Diploma, TN Technology Center at Harriman
Student Services Secretary	Suzanne Ziegler Diploma, TN Technology Center at Harriman
Student Services Recruiter	Becky Gilbert B.S. – Tennessee Technological University Education/Special Ed. K – 12, Elementary 1 - 8
Financial Aid Assistant	Tami Wright

PROGRAMS

Administrative Office Technology

The Administrative Office Technology program helps to meet the employment demands for administrative assistants, medical insurance coders, customer service representatives, payroll clerks, and medical transcriptionists. Individual instruction is provided in business math, word processing, spreadsheet applications, oral and written communications, and database management. Students may also receive Microsoft Office Specialist certifications in select Microsoft programs. The mission of the program is to provide technical instruction and skill development to enable students to enter employment for a career in the professional administrative assistant field.

During the first two trimesters (eight months) all students complete a set of core courses which include: keyboarding/introductory Microsoft Word, office procedures, records management, business math, professional development, computer concepts, intermediate Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, Microsoft PowerPoint, internet applications and business communications.

Upon successful completion of these courses, each student will have earned the General Office Assistant and the Information Processing Support Certificates. For the third and final trimester (four months) each student must then choose one of the following areas of specialization: Administrative Assistant with an emphasis in Accounting, Administrative Assistant with an emphasis in Customer Service, Medical Administrative Assistant with an emphasis in Insurance and Coding, or Medical Administrative Assistant with an emphasis in Medical Transcription.

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
General Office Assistant	432	Certificate
Office Software Applications	864	Certificate
Administrative Assistant	1296	Diploma
Accounting Administrative Assistant	1296	Diploma
Medical Administrative Assistant	1296	Diploma



Automotive Technology

This ASE (National Institute for Automotive Service Excellence) certified program provides instruction and hands-on experience using modern computerized testers, alignment machines, and state-of-the-art equipment for repairing and diagnosing automobiles. Students are taught how to use manuals and how to utilize available resources to assist in diagnosis and correction of automotive problems. Throughout the course, students are prepared to take the ASE certifying examination, which is offered twice per year in the Knoxville area. The mission of the program is to provide technical instruction and skill development to enable students to enter employment in the automotive field. **Students admitted to the Automotive Technology program must have a valid Tennessee driver's license prior to admission.**

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
Brake Technician	180	Certificate
Suspension and Steering Technician	180	Certificate
Manual Drive Train and Axles Technician	230	Certificate
Automatic Transmission/Transaxle Technician	266	Certificate
Engine Repair Technician	216	Certificate
Electrical/Electronic Systems Technician	400	Certificate
Engine Performance Technician	410	Certificate
Heating and Air Conditioning Technician	218	Certificate
*Automotive Technician	2160	Diploma

*Students must pass two ASE Certification tests

Those students completing certificate requirements will receive each certificate after exiting from the program. Diploma-level graduates will not receive individual certificates.



Computer Information Technology

The Computer Information Technology program enables a student to become familiar with all aspects of computers and networking: how they work, how they process data, and how to apply its functions to solutions of personal, business, and industrial problems. Students prepare for either CompTIA certifications. Students enrolled in CompTIA certifications are trained to become certified in: A+, Network+, and Security+. The mission of the program is to provide technical instruction and skill development to enable students to enter employment in the field of computer repair/maintenance or networking.

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
<i>CIT Program</i>		
PC Operator	432	Certificate
Networking Technician	864	Certificate
Microcomputer Support Specialist	1296	Diploma



Cosmetology

The instruction provided in the Cosmetology Program 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 a practical test. Licensing is required for individuals to be employed as cosmetologists or nail technicians in the State of Tennessee. The program also provides for the upgrading and updating of employed workers. The mission of the Cosmetology program is to provide technical instruction and skill development to enable students to enter employment in the cosmetology field.

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. Safety and customer relations are also emphasized throughout the program.

Currently the State of Tennessee requires cosmetologists to complete 1500 hours of training; manicurists complete 600 hours of training; and shampooists complete 300 hours of training. The State of Tennessee, with the State Board of Cosmetology, reserves the right to enact legislative changes at any time, without notice. Change in course content hours required, or admission requirements would be applicable to current students, persons on the waiting list, and applicants to the program.

An applicant for the Cosmetology Program must provide a high school, GED, or HiSE transcript.

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
Shampooist	300	Certificate
Manicurist	600	Certificate
Cosmetologist	1500	Diploma



Diesel Powered Equipment Technology

The Diesel Powered Equipment Technology program provides practical experience in the repair and maintenance of engines, fuel systems, electrical systems, clutches, transmissions, hydraulics, drivelines, axles, frames, and diesel truck and tractor steering. Students receive instruction in diagnosing trouble, engine analysis, disassembling engines, replacing defective parts, reassembling, etc. The program mission is to provide technical instruction and skill development to enable students to enter employment in truck, construction, agricultural equipment, and other related fields as technicians. By working on actual diesel vehicles, students are well prepared to enter the workforce after graduation.

A student is required to pass three or more Automotive Service Excellence (ASE) Certification tests before receiving his or her diploma. The areas of certification are as follows: Gasoline Engines, Diesel Engines, Drive Trains, Brakes, Suspension and Steering, Electrical/Electronics, Heating/Ventilation/Air Conditioning, and Preventive Maintenance Inspection. Six of the test areas are required for the ASE Master Technician Certification.

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
Preventive Maintenance Service Technician	432	Certificate
Diesel Engine Assembler	864	Certificate
Diesel Technician Apprentice	1296	Certificate
Diesel Technician Assistant	1728	Certificate
Diesel Technician*	2160	Diploma

***Student must pass three or more ASE Certification tests.**

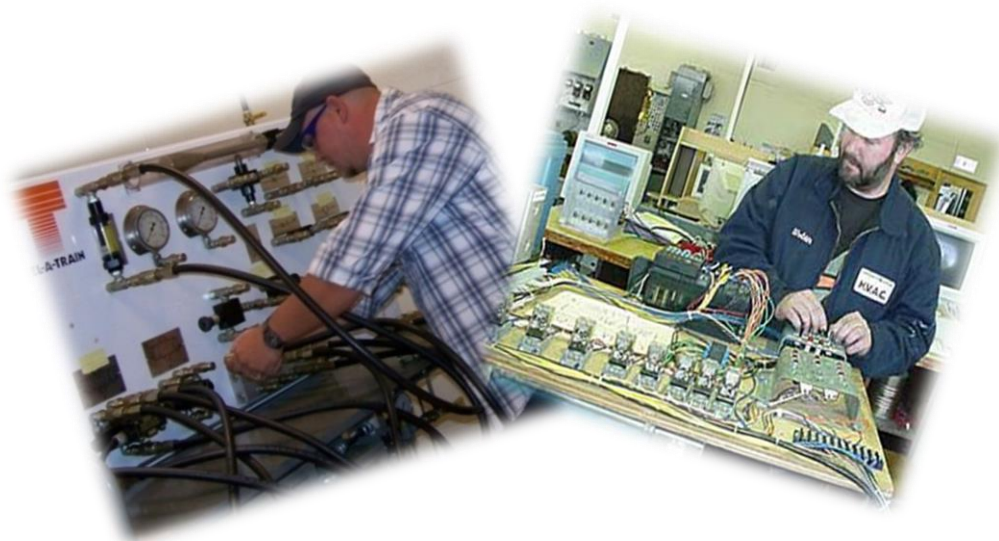


Industrial Maintenance Technology

The mission of the Industrial Maintenance Technology program is to give the student the knowledge and skills needed to safely and efficiently perform the maintenance tasks that are necessary to maintain the machinery and associated equipment that are common to local industry.

The skills taught in this course include programmable logic controllers; relay logic; electronic sensors; motor controls; single phase and three phase motors; schematic diagram reading; electrical troubleshooting; wiring procedures; National Electrical Code (NEC); OSHA electrical regulations; hydraulic and pneumatic systems; electrical control of fluid power; welding procedures; mechanical maintenance; plumbing; machine tool applications; and air-conditioning/refrigeration.

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
Mechanical Maintenance Helper	432	Certificate
Maintenance Technician Apprentice	864	Certificate
Heating and Air Conditioning Mechanic Helper	432	Certificate
Tack Welder Certificate	324	Certificate
Production Machine Tender	432	Certificate
PLC	432	Certificate
Industrial Maintenance Technician	1728	Diploma



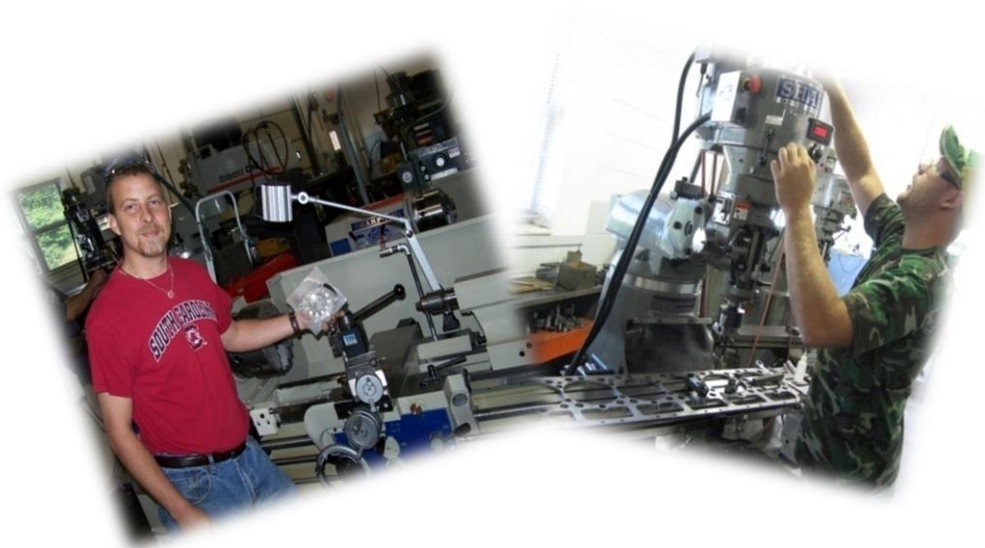
Machine Tool Technology

The Machine Tool Technology program is designed to teach manufacturing processes and methods using manual and computer-controlled machine tools. Basic skills will be developed on a variety of machine tools such as lathes, milling machines, surface grinders, Computer Numerical Control (CNC) machines. Students perform some or all of the following tasks:

- Study blueprints or written plans of the part to be made
- Set up and operate a variety of machine tools to make parts to specified tolerances
- Measure work using micrometers, depth gauges, calipers, and indicators
- Program and operate machines including Wire EDM, CMM, VMC, Die sinker/RAM EDM, and CNC Mill

The mission of the program is to provide technical instruction and skill development to enable students to enter employment in the machining field.

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
Production Machine Tender	432	Certificate
Machine Set-up Operator	1296	Certificate
General Machinist	1728	Diploma
Machinist I	2160	Diploma



Practical Nursing

The Practical Nursing program is designed to meet the needs of hospitals, nursing homes, home health care agencies, and other medical providers. Approximately 60% of the program content is presented as formal classroom theory. The remainder of the training is spent in supervised clinical experiences at area health care facilities. The mission of the Practical Nursing program is to provide technical instruction and skill development to enable the student to enter employment in the health care industry.

Admission Requirements

An applicant for the Practical Nursing program must meet the following admission requirements:

- Be at least 18 years of age
- Provide high school transcript or HSE Diploma
- Meet minimum acceptable scores on the Compass Exam
- Complete application process
- Obtain written references/recommendations
- Submit additional documentation for coursework completed, certifications, work or volunteer experience.
- Be recommended by the Practical Nursing Advisory Committee
- Provide proof of good health as evidenced by a recent physical examination

Award/Licensure

Upon satisfactory completion of the 1296 hour program, the student will be awarded a diploma in Practical Nursing. Students will also become eligible to apply to the Tennessee Board of Nursing for a license.



Residential/Commercial/Industrial Electricity

The mission of the Residential/Commercial/Industrial Electricity program is to prepare the student for employment opportunities in the electrical installation and/or industrial electricity fields. Skills taught in this program include; safety, electricity concepts, troubleshooting, wiring techniques, installation, National Electrical Codes (NEC), blueprint reading, service calculations, single phase, 3 phase, motor control, variable frequency, industrial automation, electric power generation, alternative energy, and energy management.

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
Electrician Helper	432	Certificate
Electrical Apprentice	864	Certificate
Residential Electrician	1296	Diploma
Residential/Commercial/ Industrial Electrician	1728	Diploma



Welding Technology

The Welding Technology Program is designed to teach individuals welding principles and applications from the introduction to welding to how to weld various metals in all welding positions using the Shielded Metal Arc Welding (SMAW) process, Gas Metal Arc Welding (GMAW) process, also known as Metal Inert Gas or MIG welding and Gas Tungsten Arc Welding (GTAW), also known as Tungsten Inert Gas (TIG). Specific training will be given for the Oxy-Acetylene and Plasma Arc Cutting processes, on equipment set-up and critical safety training needed to perform in a safe environment. The program also gives the student the necessary classroom instruction and practical work experience needed for entry-level job performance. Basic practical experience is gained by shop practice and student projects. Oral, written, and performance tests are given to measure the student's proficiencies. The mission of the welding technology program is to give the student the necessary classroom instruction and practical work experience needed for entry-level job performance. The mission of the Welding Technology program is to provide technical instruction and skill development to enable students to enter employment in the welding field.

<u>Award Title</u>	<u>Approximate Hours</u>	<u>Award</u>
Welder Helper	60	Certificate
Tack Welder (core)	324	Certificate
Shielded Metal Arc Welder	648	Certificate
Gas Metal Arc Welder	972	Certificate
Combination Welder	1296	Diploma



Technology Foundations

Among the most common barriers to effective training and employment are weak reading, math, and language skills. Full-time students enrolled at the TCAT-Harriman will undergo an assessment and will attend the College's Technology Foundations Lab as part of their training until any deficiencies are corrected. This program helps to develop a sense of pride in improving these basic skills, achieving an acceptable level of proficiency in the basic skills necessary for the student's chosen occupational area. Technology Foundations also provides program related instruction in Reading for Information, Team Work, Applied Math, Writing, and Introduction to Blue Print Reading. A qualified faculty member is available to assist students in obtaining the necessary educational skills to excel in the program of their choice.

Students attend Technology Foundations in conjunction with their regular programs. The time required to complete Technology Foundations will be determined by the number of skills and levels that are needed to complete the program in which the student is enrolled.

Technology Foundations also administers the Compass Test and the Career Readiness Certificate examination.

Technology Foundations has three functions. They are: (1) to serve students who need Technology Foundations in combination with their technical training; (2) to serve persons who wish to improve their basic skills of reading, math, and/or language skills; (3) to provide special industry training within the parameters of the Technology Foundations program.



Other Training Opportunities

Regents On-Line Degree Programs (RODP) make training accessible online, all the time. The Technology Colleges provide state-of-the-art technical training for workers to obtain technical skills and professional training necessary for advancement. As with on-campus courses, you have the ability to network, make professional contacts, and communicate virtually with your classmates, instructors, and TBR staff. For more information about the RODP, visit the web site at www.ropd.org.

Part-time Training Classes

The College offers part-time training for individuals who want the opportunity to improve or upgrade present skills and increase technical knowledge. Hands-on experience in the classroom and qualified instructors are keys for a successful training experience.

Course offerings vary each term and are dependent upon the needs of the communities in our five county service area. Courses which have been offered throughout the year include: Nurse Assistant Training, Forklift Training, Anatomy and Physiology, Phlebotomy, IV Therapy and Welding.

Part-time courses are not eligible for Federal Financial Aid (Pell Grant) or the Wilder-Naifeh Technical Skills Grant (TN lottery scholarship) because they are not full-time training which leads to a diploma or certificate. Candidates for part-time courses who have financial needs are encouraged to contact their county Tennessee Career Center to determine if they might qualify for assistance.

Following the successful completion of the course, the student is awarded a supplemental certificate of completion and a grade report documenting the hours attended and final course grade. This information becomes a part of the student's official record at TCAT-Harriman.

TCAT-Harriman specializes in need-centered training in all technical areas. Other course and certification needs may be requested by contacting the TCAT-Harriman Assistant Director. Special pricing on customized contract classes is available.



TESTS

The College is an approved and certified testing facility for several agencies. If you would like to learn more about these tests, please contact the Student Services Office.

Key Train/ Career Ready 101	This assessment is given to all students following enrollment to determine their levels and possible needs for basic reading, math, and language skills required for successful program performance. There is no cost for this assessment.
CIW	TCAT-Harriman is an Authorized Prometric, Inc. Testing Center for Certified Internet Webmaster (CIW) certifications. CIW is the industry standard for Webmaster certifications. These certifications measure technical proficiency and establish a level of core competency required to be CIW certified.
CET	TCAT-Harriman is a certified testing center for Electronics Technician Association International certified electronics technician and specialized certification examinations. Specialized certifications offered include Industrial Electronics, Wireless Communications, Satellite Installer, and Fiber Optics Installer. TCAT-Harriman is also a certified testing center for Federal Communications Commission (FCC) license examinations.
IC ³ ®	TCAT-Harriman is an authorized testing center for Certiport's Internet and Computing Core Certification. This is the ideal certification for anyone who wants to demonstrate critical computer and Internet skills.
MOS	TCAT-Harriman is an authorized testing center for the Microsoft Office Specialist (MOS) exams. Tests in Word, Access, Excel, and PowerPoint are offered.
NIMS	To boost the skill level of graduating machinists, the Machine Tool Technology program has designed its curriculum to incorporate national skills standards developed by the National Institute of Metalworking Skills (NIMS). After completing the program, graduates are eligible to sit for the NIMS exam and earn the credential for formal recognition of competency.
Nursing Entrance Exam (Compass)	The compass test is the standardized test required for admission into the practical nursing program. Students applying to the practical nursing program should contact the student services office to obtain test dates and schedule a time to set for this examination. A nominal fee is charged.

PROGRAM COMPLETION & PLACEMENT

Completion Rates

Completion rates are recorded on each program and maintained in the Student Services Office. The rates are updated at the beginning of each fall term. Variables that influence program completion include relevant experience, prior training, positive worker characteristics including attendance, and the efficiency demonstrated in an individualized instruction environment.

Placement Rates

The placement of students in satisfactory employment is one of the primary objectives of Tennessee College of Applied Technology - Harriman. 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. The College maintains close communications with employers, both in the local community and throughout the state.

Information on TCAT-Harriman completion and placement rates is provided in the table below. Additional information is available from the Student Services Office.

Tennessee College of Applied Technology - Harriman 2014 Completion/Placement Rates for Currently Enrolling Programs

Program Name	Completion Rate	Placement Rate	Licensure Rate
Administrative Office Technology	100%	94%	N/A
Automotive Technology	74%	92%	N/A
Computer Information Technology	90%	50%	N/A
Cosmetology	75%	100%	92%
Diesel Powered Equipment Technology	93%	100%	N/A
Industrial Maintenance Technology	89%	91%	N/A
Machine Tool Technology	95%	85%	N/A
Practical Nursing	82%	89%	81%
Residential Wiring	63%	100%	N/A
Welding Technology	96%	86%	N/A
College Average	86%	89%	87%

ACADEMIC CALENDAR

2014 - 2015

Fall Term 2014

September 1	Labor Day Holiday – no classes
September 2	Fall Term Begins – Registration fees due
November 24-28	Thanksgiving Holiday – no classes
December 18	Fall Term Ends

Spring Term 2015

January 1-2	New Year's Day Holiday
January 5	Spring Term Begins – Registration fees due
January 19	Martin Luther King, Jr. Holiday – no classes
March 16-20	Staff In-Service – no classes
April 22	Spring Term Ends

Summer Term 2015

May 4	Summer Term Begins – Registration fees due
May 25	Memorial Day Holiday – no classes
June 22-July 3	Student Holidays – no classes
August 26	Summer Term Ends

Fall Term 2015

September 1	Fall Term Begins – Registration fees due
September 7	Labor Day Holiday – no classes
November 23-27	Thanksgiving Holiday – no classes
December 17	Fall Term Ends

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

Admission, Fees, Enrollment, Attendance, Grades, Academic Progress, Student Records

ADMISSION

Daytime/Full-time programs:

Any person applying for admission must:

- be at least 18 years of age
- have an employment objective
- be registered for the Federal Draft (Selective Service), if required
- Provide proof of immunization

High School students may attend on a part-time basis provided a contract exists between the TCAT and the County Board of Education.

Additional admission requirements exist for the Practical Nursing Program and Cosmetology Program. Refer to program description for details.

Admission procedures:

1. Attend a Tennessee College of Applied Technology - Harriman tour. Call ahead for an appointment.
2. Submit an application for admission. Applications are accepted on “first-come, first-served” basis. It is required that the financial aid application process be initiated at the time application for admission is made.
3. Provide proof of immunizations.
4. Applicants are contacted when an opening becomes available. Registration of new students occurs on select Mondays when classes are in session.

Part-time Training Admission Procedures:

Register with the Student Services Office during designated registration periods. A student will be considered registered when fees are paid and forms are completed.

Additional admission requirements exist for the Allied Health for Nurse Assistant program and for the Nurse Assistant courses. Refer to brochures for details.

Additional admission requirements/procedures exist for the Regents Online Degree Program. Go to www.rod.org for additional information and course offerings.

Pre-Assessment Testing: With the exception of Practical Nursing, there is no pre-assessment testing required for admission to full-time programs. For more information on Practical Nursing requirements, please refer to program description for details.

Selective Service Registration: All persons who are required to register for Selective Service (the “draft”) under 50 U.S. C. App. Section 453 must do so before being accepted for enrollment at any post-secondary institution, including TCAT-Harriman.

Proof of Immunization: Effective January 4, 2010, all full-time students enrolling at TCAT-Harriman for the first time (excluding online students) must provide documentation of proper immunization for measles, mumps, and rubella (MMR) and chicken pox.

PROFICIENCY CREDIT

Previous Training Transfer Credit

Previous educational training and/or experience is evaluated, and the applicant can be enrolled in training at the demonstrated proficiency level. The time for training is adjusted accordingly. Training completed in high school, technical institutes, colleges, business and industry, or the military is evaluated toward completion requirements where applicable. The enrollee is required to provide documentation and/or evidence of training or proficiency through the following:

- Student supplies transcript for instructor evaluation (if applicable)
- Student successfully passes competency exam
- Student demonstrates skill proficiency (if applicable) to the satisfaction of the instructor
- Instructor will complete evaluation form indicating credit granted
- Credit will be applied to the student’s transcript

FEES AND OTHER COSTS

Registration Fees

Full-time students, whether residents or non-residents, pay maintenance fees and technology access fees. Students enrolling for less than a full term pay prorated fees for the term based upon the current fee schedule. Fees must be paid during registration before students will be officially admitted to class. Thereafter, fees must be paid at the beginning of each term.

Part-time students are those who are enrolling in short-term, part-time, or supplemental programs (less than 432 hours). These students are assessed registration fees based on the length (number of hours) of the program. Fees are collected during registration periods before classes begin.

Fee Schedule (Effective Fall Trimester)

The Tennessee Board of Regents determines maintenance fees for all Tennessee Colleges of Applied Technology. Fee schedules are implemented annually beginning in September and are subject to change.

TRI Hours	Maintenance Fee	TRI SAF	TRI TAF	TRI Total
*1-40	\$ 183.00	\$ 10.00	\$ 41.00	\$ 234.00
*41-80	247.00	10.00	41.00	298.00
*81-135	372.00	10.00	41.00	423.00
*136-217	590.00	10.00	67.00	667.00
218-340	953.00	10.00	67.00	1,030.00
341-432	1,065.00	10.00	67.00	1,142.00

Special Academic Fees:

- Truck Driving \$300 per trimester
- Practical Nursing \$100 per trimester
- Welding Technology \$100.00 per trimester
- RODP CNA Lab Fee \$100 per trimester

*Maintenance fees for courses of less than 30 hours may be calculated at a rate of \$2.50 per hour. The above fees are subject to change.

Regents On-Line Degree Program (RODP)

A different fee schedule exists for students enrolling in online classes. Fees must be paid through the “home institution” designated by the student. For more information, visit the web site: www.rodg.org.

Payment of Fees

Fees may be paid by cash, check, credit card, or direct bill to a third party agency, provided that appropriate documentation has been provided to the Student Services Office. Workforce Investment Act (WIA), State Vocational Rehabilitation (VR), Trade Adjustment Assistance (TAA), and Veteran’s Benefits (VA) may sponsor students at the college. Contact Student Services for more information.

Fee Waivers for State of Tennessee Employees

Full-time state employees (includes TBR and UT employees) may enroll in a training program on a space-available basis without paying maintenance fees. Employees must submit an approved PC-191 at registration each term. Any dependent child under the age of 21 whose parent died as a direct result of injuries received while serving in the armed forces may be eligible for a fee waiver.

Fee Discounts

A maintenance fee discount equal to 50% will be provided to the following persons: 1) persons 65 years of age or older, 2) spouses and dependent children under the age of 26 whose parent is employed by the TBR or UT system. A maintenance fee discount of 25% will be given to dependent children under the age of 24 whose parent is employed as a full-time state employee or certified teacher in a Tennessee public school or whose parent is a retired state employee. Discount forms must be submitted for each term at the time of registration.

Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S.

Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are 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.

Hope Scholarship Tax Credit

Students are responsible for keeping tuition and book receipts for tax purposes. A 1098T will be mailed to eligible students.

Refund Policy

Tennessee College of Applied Technology - Harriman will refund a portion of the maintenance fees (tuition) for any student who officially drops or withdraws within the drop/withdrawal deadline. Technology access fees and student activity fees are non-refundable after the first class meeting. Items purchased through the TCAT-Harriman Bookstore are non-refundable. Refund checks are mailed directly to the student or prospective student. Expect 2-3 weeks processing time. Refunds of any fees must be in accordance with the following provisions:

Eligibility for Refund:

- Changes in a full-time student's schedule that result in a reclassification to a part-time student.
- Change in a part-time student's schedule that results in fewer hours.
- Voluntary withdrawal.
- Cancellation of a class by the College.
- Death of a student.

Calculation of the Refund:

Full refunds will be granted if:

- The College cancels the class.
- Student drops or withdraws prior to the first day of class.
- Student dies during the term.

Partial refunds:

- A 75% refund of the maintenance fees will be allowed if a student withdraws within the first 10% of the instructional hours.
- 50% refund of the maintenance fees will be allowed if a student withdraws within the first 20% of the instructional hours.
- No refunds will be permitted after 20% of the instructional hours have been completed.

Services for Students with Disabilities

Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act (ADA) state that a student with a disability is someone who has a physical or mental impairment; has a history of impairment; or is believed to have a disability that substantially limits one or more of the major life activities, such as learning, speaking, working, hearing, breathing, caring for oneself, performing manual tasks, seeing, or walking.

Tennessee College of Applied Technology - Harriman provides services and academic accommodations for a student with disabilities who self-identifies as having a disability and provides appropriate documentation of the disability. Student Services coordinates the services and accommodations for all students with disabilities. Students who want to disclose their disability and request accommodations should do so prior to the start of class by requesting a Disability Services Handbook from the Student Services Office.

These services include, but are not limited to, assistance with registration; volunteer note-takers; notification to faculty of accommodations requests; extended/alternative testing; readers, scribes, and interpreters; tutor referrals; designated liaisons to faculty, staff, and the Department of Vocational Rehabilitation; use of campus adaptive equipment; and assistance identifying/locating adaptive equipment. Services of a personal nature are not provided.

Change of Status

Tennessee College of Applied Technology - Harriman may allow a change of status from full-time to part-time in a full-time program within the same term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not be limited to, illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or the student's immediate family, or other extraordinary circumstances beyond the student's control where continued full-time attendance by the student creates a substantial hardship. *Students will be allowed only one change of status per term. Students desiring to change status at the beginning of a term shall do so prior to registration. No change is to be made unless the student presents a properly completed Part-time Schedule form.* To request a change of enrollment status, follow these steps:

1. Student discusses with the faculty member the possibility of changing status. If in agreement, the faculty member and student complete a Part-time Schedule form.
2. Student then brings the Part-time Schedule form to the Student Services office. The Student Services Coordinator must interview the student prior to any change as all financial aid funds being received could be impacted by a change of status.
3. The Student Services Coordinator will calculate new counseling and termination hours and adjusted calculations of any financial aid awards.
4. The Student Services Coordinator, the faculty member, and student will sign the Part-time Schedule Form, and forward it to the Director for final approval.

Program Transfers

An employment objective must be stated at the time of admission to the College. Any request to transfer to another program will be critically reviewed after the following:

- Student is strongly encouraged to meet with current instructor to discuss suitability of current program
- Student will meet with the Student Services Coordinator to discuss interest and aptitude in other programs
- Student must explain the reason for the request
- Student will meet with new program instructor to determine ability to successfully complete the program
- Both instructors, the Student Services Coordinator, and the Director must approve the program transfer and sign the Program Transfer Request form

If the transfer is not approved, the student may withdraw from the first program and may have his/her name placed AT THE BOTTOM OF THE WAITING LIST of the desired program.

Transfers from Other Institutions

The College will not accept college “credit hours” from other institutions toward course completion. However, the College will give credit for clock hours earned at other Tennessee Colleges of Applied Technology for the same program.

To assist students in accelerating through their program, consideration will be given to previous training. Training completed in high school, technical institutes, colleges, business and industry or the military will be evaluated by the instructor toward completion requirements according to the following:

- Student supplies transcript for instructor evaluation if applicable
- Student successfully passes competency exam
- Student demonstrates skill proficiency, if applicable, to the satisfaction of the instructor
- Instructor will complete evaluation form indicating credit granted
- Credit will be applied to the student’s transcript

Articulation Agreement for College Credit

The College presently has an articulation agreement with Roane State Community College for diploma-level graduates to receive thirty hours elective college credit toward an Associate of Applied Science degree. For additional information, please speak with the Student Services Coordinator.

ATTENDANCE/ABSENCES

The nature of the programs at Tennessee College of Applied Technology - Harriman is such that it is necessary for every student to attend regularly. Too many interruptions due to absences will have an adverse effect on student progress. Students are expected to maintain satisfactory attendance and progress in an appropriate manner toward their educational objectives. Employers seek responsible employees who have excellent attendance and progress records. **THERE ARE NO EXCUSED ABSENCES; ALL ABSENCES ARE UNEXCUSED.**

After you have been absent for approximately 5.5% of scheduled hours of attendance for a term (24 hours for full-time students), your instructor will refer you to the Student Services Coordinator for **counseling**.

When you have been absent in excess of 9.7% of the scheduled hours of attendance for a term (42 hours for full-time students), you will be **suspended from school and any future financial aid will also be suspended.**

You will be considered tardy if you are not in your instructional area at the designated time for training to start. The hours missed due to the tardiness will be included in the accumulation of hours toward suspension. Sanctions for tardiness if a student is enrolled for a full term are as follows:

- Five tardies - documented warning by instructor and sent to Student Services Coordinator
- Six tardies - documented probation and sent to Student Services Coordinator
- Seven tardies - referred to the Director

Tardies are recorded in 30-minute increments. Therefore, a student who is 10 minutes tardy will be recorded as being 30 minutes tardy.

If you are registered part-time, you will have absence hours pro-rated. Absences should be fully documented, and absences or tardies should be reported (called in) to the faculty member. You should notify faculty members of your absence prior to the time to report to class on the day missed.

If you fail to call in or to attend classes for three consecutive days, you may be **terminated** regardless of the number of hours you have missed up to that time.

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

Exceptions:

In individual cases of extenuating circumstances, the Director may make **exceptions** to the termination due to absence. Such exceptions should be fully documented and should be requested in a timely manner.

Notes:

- Your instructor may require you to notify them if you are leaving the classroom or if you are going to be absent.
- Students receiving financial aid should refer to that section of the catalog for additional requirements for eligibility.

Any student terminated for excessive absences, lack of progress, or a disciplinary reason, who wishes to be readmitted, must give reasonable assurance, acceptable to the Director, that the original causes for the problem have been corrected. The **request for readmission** should include the following:

- A letter addressed to the Director fully explaining the circumstances that caused the absences. Documentation should be attached.
- A statement of grades in relation to your educational goal (how are you doing and when do you expect to graduate with what diploma or certificate?).
- A plan for correcting the problem and preventing reoccurrence (how are you going to effectively manage your time?).

If you are eligible for financial aid, and if you are reinstated into the College, you will be able to appeal to the financial aid committee for the reinstatement of financial aid for subsequent terms.

A copy of this request must be presented to the Student Services Coordinator who will request a recommendation from the faculty and will attach their recommendations to the request and forward it to the Director. Students granted readmission by the Director will be placed on probation for the remainder of the term, which may affect financial aid disbursements.

Probation

Students placed on probation will continue probation until the end of the current term. Any student on probation during a term will not receive any financial aid disbursements until the end of the term. The Student Services Coordinator, in consultation with the faculty member, may establish a variety of conditions for the probation as indicated by the nature of the violation.

Procedure for Exiting

You should talk with your faculty member before terminating training. If you are exiting prior to obtaining a certificate or diploma in the program, you should schedule an appointment with the Student Services Coordinator. You will be given vital information regarding transcripts, graduation, job placement, and follow up. You will be asked to complete an Exit Interview form and a Student Services survey. These are crucial for the institution to continue to make improvements in the services provided.

Graduation

In August, the College conducts an annual graduation ceremony for all students receiving a diploma during the calendar year.

Academic Progress

Two evaluations are recorded during each term. The mid-term report assesses your progress by applying the designated scales. The term grade will reflect your progress in the following categories: Skill Proficiency/Related Information, and Worker Characteristics. Both areas, averaged together, must be passed each term. The following is a general description of the items evaluated to determine grades earned. The faculty will provide specifics for your program.

Skill Proficiency/Related Information:

- a) Quality of work
- b) Quantity of work
- c) Use of reference material
- d) Unit test scores
- e) Related subjects

Worker Characteristics:

- a) Demonstrates an ability to work with others
- b) Follows oral/written instruction to complete tasks with limited supervision
- c) Demonstrates dependability, punctuality, and attendance
- d) Follows rules, standards, policies, and dresses appropriately
- e) Observes safety rules and regulations
- f) Maintains good housekeeping of equipment and work stations
- g) Maintains self-control
- h) Exhibits initiative and utilizes work time properly
- i) Produces quantity of work in proportion with time allotted for projects
- j) Produces quality of work in relation to training received

Grades

Grades of A, B, and C are considered *satisfactory academic progress*; grades of D or F are considered *unsatisfactory academic progress*. A student who receives an unsatisfactory average (D or F) in a mid-term evaluation is warned about lack of progress and the consequences. You must attain a satisfactory average (C or better) for the term. Failure to do so will result in suspension at the end of the term. Re-admission from suspension requires an appeal to the Director including proof of sufficient remediation to demonstrate an ability to be academically successful. Furthermore, the student will be required to sit-out one term, and upon request, his/her name may be returned to the bottom of the waiting list. The impact upon financial aid is addressed under Satisfactory Academic Progress and Attendance for Federal Financial Aid and for Wilder-Naifeh Technical Skills Grant.

All programs except PN

A = 93-100
B = 85-92
C = 77-84
D = 70-76
F = 0-69

Satisfactory Academic Progress
Satisfactory Academic Progress
Satisfactory Academic Progress
Unsatisfactory Academic Progress
Unsatisfactory Academic Progress

Practical Nursing

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

P = Pass
I = Incomplete
C = Continued

D = Dropped
F = Failed
T = Transfer

S = Satisfactory
U = Unsatisfactory

Certificate and Diploma Completion Requirements

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

A *diploma* may be awarded to any student who demonstrates satisfactory proficiencies in a complete course of study. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

Students will be awarded the highest certificate or diploma earned unless otherwise stated, based on achievement and proficiency in their area of training, and not on the basis of time spent in training. A list of awards appears in the catalog with each respective training program.

Student Records

Academic and attendance records are maintained in the Student Services office, along with such information that may be pertinent to successful employment. A mid-term evaluation and discussion of progress are recorded for each student.

Transcripts and Records

Upon your written request (if all obligations to the College are met), a transcript of training completed will be prepared and supplied to you, your prospective employer, or your college/university. A permanent record of the training will be maintained by the College. While every attempt is made to provide the transcript as quickly as possible, you should allow a minimum of two business days for preparation of the transcript.

Enrollment Verifications

If written proof of your enrollment at the College is needed, you may request an enrollment verification letter from the Student Services Office. While every attempt is made to provide the requested information as quickly as possible, you should allow a minimum of two business days for preparation of the letter.

Student Record Information Changes

You can report changes in address, phone numbers, etc., by completing a Change of Personal Data form available in the Student Services Office.

Family Educational Rights and Privacy Act (FERPA)

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

- You have the right to inspect and review your education records by submitting a written request to the Student Services Coordinator. Within 30 days of the request, you will be notified as to the date and time when your records can be inspected.
- You may request that any record be amended if you believe it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, you must write the College's official responsible for the record and clearly specify why it is inaccurate or misleading. If the College decides not to amend the record, you will be notified of your rights to a hearing. Additional information regarding hearing procedures will be provided to you at that time.

- Tennessee College of Applied Technology - Harriman will obtain your written consent before disclosing personally identifiable information about you from your records, unless the law or the regulations do not require the consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. An official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. An official is a person employed by the College in an administrative, supervisory, faculty or staff position; a person or company with whom the College has contracted services; a member of the College's governing board, or a student serving in an official capacity, such as student review hearings.
- You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by TCAT-Harriman to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Privacy Rights Act of Parents and Students – Public Law 93-380

The College adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding the privacy rights of parents and students. Access to official records is provided to students as per the FERPA guidelines.

Sex Offender Registry

A Federal law, the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act (The "Wetterling Act"), provides minimum national standards for State sex offender registration and community notification programs. To comply with the Wetterling Act's standards, States must establish programs that require current address registration by residents of the State who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors, as described in the Act. The Wetterling Act's standards also require States to accept registration information from non-resident offenders who have entered the State to work or attend school. The Wetterling Act provides generally that States must release relevant information concerning persons required to register as necessary to protect the public.

The CSCPA also enacted two amendments to Federal education laws. One of these is an amendment to the Higher Education Act of 1965 which requires institutions of higher education to advise the campus community where it can obtain the information about registered sex offenders provided by the State, such as the campus law enforcement office, a local law enforcement agency, or a computer network address. The other is a FERPA amendment, which makes it clear that FERPA does not prevent educational institutions from disclosing such information.

Pursuant with Tennessee Code Annotated, Title 40, Chapter 39, Section 40-39-201, the Tennessee College of Applied Technology - Harriman is furnishing its students with the current website for tracking the location of registered sex offenders: http://www.ticic.state.tn.us/sex_ofndr/search_short.asp. The information contained in the registry has been provided to Registering Agencies and the Tennessee Bureau of Investigation (TBI) by the offender and is based upon information provided by the offender. The TBI cannot guarantee the accuracy of the information. It should be noted that offenders may have moved without notification. Therefore, this information should not be used in any manner to injure, harass, or commit a criminal act against any person named in the registry. Any such action could subject you to criminal prosecution.

Graduate Follow-up

As an aid in evaluating the effectiveness of a course offering, the instructional staff maintains close contact with former students by correspondence, personal contact, and contact through a working relationship with the employer. Surveys and student follow-up studies are made to determine if changes need to be made in meeting the individual student needs as well as the needs of the employers. Students are strongly encouraged to take a few moments to respond to these questionnaires in a frank and constructive manner.

General Rules/Regulations

Your student handbook also includes information about your responsibilities and obligations to the College. The rules and guidelines contained later in this publication apply equally to all students. Faculty administrators various rules pertaining to safety and other measures unique to their program.

Academic Conduct

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, directly through participation or assistance, are immediately responsible to the faculty member of the training program. In addition to other possible disciplinary sanctions that may be imposed through the regular procedures as a result of academic misconduct, the faculty member has the authority to assign an “F” or “0” for the exercise or examination or to assign an “F” in the course. If you believe that you have been erroneously accused of academic misconduct resulting in the lowering of your final grade, you may appeal the case through the appropriate procedures.

Contacting Students on Campus

Tennessee College of Applied Technology - Harriman will contact a student in the event we are notified of a personal emergency. However, if an individual comes to the school requesting to speak to a student, the following steps will be taken to ensure the safety of the student, the faculty, and the staff:

- (1) The visitor will be required to identify him/herself.
- (2) The visitor will be required to sign-in at the front desk.
- (3) The student will be contacted privately and given the visitors name.
- (4) The student will then decide whether or not to meet with the individual.

The Student Services Office should be notified immediately if the student is aware of anyone who may pose a potential threat, or has been legally restricted from contacting the student. We will assist the student to the best of our ability.

Alcohol/Drug Use or Abuse

Alcohol is not allowed on campus. Students who appear to be under the influence of alcohol should be referred to the Student Services Office.

Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, the College strives to maintain a safe and healthful environment for its students and employees. Therefore, the College’s policy prohibits the unlawful use, manufacture, possession, distribution or dispensing of drugs (“controlled substances” as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on the College’s property. Local law enforcement agencies may be contacted if a staff member suspects the use or possession of any illegal substance.

TCAT-Harriman reserves the right to enforce its policy of a drug-free campus by the occasional unannounced use of the local K-9 drug unit as a means of ensuring a drug-free campus.

Financial Aid Drug Policy

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

Possession of a Controlled Substance	Ineligibility Period
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
Sale of a Controlled Substance	Ineligibility Period
First Offense	2 years
Second Offense	Indefinite

Bookstore

The campus bookstore, located in the Administration Building, is open during instructional hours. Students using authorizations from WIA, TAA, and Vocational Rehabilitation or any agency outside the college must use the College's bookstore. Bookstore hours are Monday-Thursday 7:30-9:00 am and 3:00-3:30 pm; Friday 7:30-9:00 am. The College is not allowed to refund any money for books or supplies. The College will stock books and some tools/kits for sale to students; however, students are not required to buy from the college. Students may purchase these items from any place of their choice.

Computer Operation

1.0 Overview-Acceptable Use Policy

TCAT-Harriman's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to TCAT-Harriman's established culture of openness, trust and integrity. TCAT-Harriman is committed to protecting TCAT-Harriman's employees, students and the school from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of TCAT-Harriman. These systems are to be used for business purposes in serving the interests of the school, and of our students in the course of normal operations.

Effective security is a team effort involving the participation and support of every TCAT-Harriman employee and student who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at TCAT-Harriman. These rules are in place to protect the employee, student and TCAT-Harriman. Inappropriate use exposes TCAT-Harriman to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to employees, contractors, consultants, temporaries, students, and other workers at TCAT-Harriman, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by TCAT-Harriman.

4.0 Policy

4.1 General Use and Ownership

1. While TCAT-Harriman's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the school systems remains the property of TCAT-Harriman. Because of the need to protect TCAT-Harriman's network, management cannot guarantee the confidentiality of information stored on any network device belonging to TCAT-Harriman.
2. Employees and students are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees and students should be guided by departmental/program policies on personal use, and if there is any uncertainty, employees and students should consult their supervisor or instructor. For security and network maintenance purposes, authorized individuals within TCAT-Harriman may monitor equipment, systems and network traffic at any time.
3. TCA-Harriman reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

1. The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by school confidentiality guidelines. Examples of confidential information include but are not limited to: human resource documents, budget documents, and student records. Employees should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months.
3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.
4. Use encryption of information in compliance with TCAT-Harriman's Acceptable Encryption Use policy.
5. Because information contained on portable computers is especially vulnerable, special care should be exercised.
6. Postings by employees from a TCAT-Harriman email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of TCAT-Harriman, unless posting is in the course of business duties.
7. All hosts used by the employee and student that are connected to the TCAT-Harriman Internet/Intranet/Extranet, whether owned by the employee or TCAT-Harriman, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
8. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

9. Users shall respect the privacy of others, and specifically shall not read, delete, copy, or modify another user's data, information, files, e-mail, or programs (collectively, "electronic files") without the other user's permission. Users should note that there should be no expectation of privacy in electronic files stored on the resident memory of a computer available for general public use, and such files are subject to unannounced deletion.

4.3. Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee or student of TCAT-Harriman authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing TCAT-Harriman-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by TCAT-Harriman.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which TCAT-Harriman or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a TCAT-Harriman computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any TCAT-Harriman account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee or student is not an intended recipient or logging into a server or account that the employee or student is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

10. Port scanning or security scanning is expressly prohibited unless prior notification to TCAT-Harriman is made.
11. Executing any form of network monitoring which will intercept data not intended for the employee's/student's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's/student's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, TCAT-Harriman employees or students to parties outside TCAT-Harriman.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within TCAT-Harriman's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by TCAT-Harriman or connected via TCAT-Harriman's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.4. Blogging

1. Blogging by employees/students, whether using TCAT-Harriman's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of TCAT-Harriman's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate TCAT-Harriman's policy, is not detrimental to TCAT-Harriman's best interests, and does not interfere with an employee's regular work duties. Blogging from TCAT-Harriman's systems is also subject to monitoring.
2. TCAT-Harriman's Confidential Information policy also applies to blogging. As such, Employees/Students are prohibited from revealing any TCAT-Harriman confidential or proprietary information, trade secrets or any other material covered by TCAT-Harriman's Confidential Information policy when engaged in blogging.
3. Employees/Students shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of TCAT-Harriman and/or any of its employees. Employees/Students are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by TCAT-Harriman's Non-Discrimination and Anti-Harassment policy.
4. Employees/Students may also not attribute personal statements, opinions or beliefs to TCAT-Harriman when engaged in blogging. If an employee/student is expressing his or her beliefs and/or opinions in blogs, the employee/student may not, expressly or implicitly, represent themselves as an employee/student or representative of TCAT-Harriman. Employees/Students assume any and all risk associated with blogging.

5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, TCAT-Harriman's trademarks, logos and any other TCAT-Harriman intellectual property may also not be used in connection with any blogging activity.

4.5 Internet Use

Improper use of the Internet affects the availability of this resource for valid uses. The Internet is to be used only for official school business or curriculum requirements. Internet usage will be monitored and offenders' Internet availability can be reduced and/or discontinued.

4.6 Obscene Materials

The distribution and display of obscene materials is prohibited by the laws of Tennessee (see Tenn. Code Ann. § 39-17-902). Obscene materials are defined under Tennessee law (see T.C.A. § 39-17-901(10)) as those materials which:

1. The average person applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;
2. The average person applying contemporary community standards would find that the work depicts or describes, in a patently offensive way, sexual conduct; and
3. The work taken as a whole lacks serious literary, artistic, political or scientific value.

Federal law (18 U.S.C. 2252) prohibits the distribution across state lines of child pornography.

5.0 Enforcement

Any employee/student found to have violated this policy may be subject to disciplinary action, up to and including termination of employment/enrollment in school.

6.0 Definitions

Term	Definition
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<i>Blogging</i>	Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.
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<i>Spam</i>	Unauthorized and/or unsolicited electronic mass mailings.
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Electronic Devices

As a common courtesy to your instructor and fellow students, and to cultivate an environment conducive to learning, the classroom setting must remain free from all distractions. Therefore, during class hours, the use of electronic devices (cellular phones, pagers/beepers, etc.) is strictly prohibited. Said devices must either be turned off or switched to a silent mode. You are only allowed to use these devices during lunch or other authorized break times. In the event of an extreme emergency, you should first notify your instructor so you can be excused from the classroom. Any emergency calls received by the College for you, will be provided to your instructor and transferred to your training area.

Only the faculty member or Director may override this policy and grant permission for an electronic device to be turned on during instructional hours.

- First violation – confiscation of electronic device until the end of the day.
- Second violation – student dismissed for the day and the absent hours counted against your total absences for the term.
- Subsequent violations may result in your termination.

Firearms

Firearms are not permitted on campus. Felony state law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3000) for carrying weapons on school property.

Food/Drinks

A vending/concession area is available for students during breaks and lunch times. Food and drink classroom policies are determined by the faculty member.

Harassment

Sexual, racial, or other harassment has been held to constitute a form of discrimination prohibited by the Title VII of the Civil Rights Act of 1964. Any student who believes he/she has been subjected to harassment should present the complaint to the Student Services Coordinator.

Any language or visual displays such as images, drawings, pictures, and computer screens, or other displays that may imply directly or indirectly a reference to sex, race, religion, disability, national origin, or gang affiliation are not permitted in the classrooms, shops, or any other area of the campus. Any such display must be immediately removed, and the person(s) will be counseled regarding this practice. Continued violations may result in suspension or termination from the College.

Housekeeping

Recycle receptacles are located throughout the campus and students are encouraged to use them whenever possible. Likewise, waste receptacles are located throughout the campus. It is your responsibility to use these receptacles and dispose of waste appropriately.

Insurance

The College does not require the purchase of student medical and accident insurance, but it is advisable for every enrolled student to have these insurance policies. A descriptive/enrollment brochure for the Student Insurance Plan from the State University and Community College System of Tennessee can be obtained in the Student Services Office.

Lost and Found

Items found on campus are normally turned in to the Student Services Office. You may ask there about a lost item. The College, however, is not responsible for items lost, left on campus, or stolen.

Lunch Schedules

Automotive Technology	12:00-12:30
Administrative Office Technology	12:20-12:50
Computer Information Technology	11:50-12:20
Cosmetology	11:30-12:00
Diesel Powered Equipment Technology	11:40-12:10
Industrial Maintenance Technology	12:10-12:40
Machine Tool Technology	11:15-11:45
Practical Nursing	11:00-11:30
Technology Foundations	11:15-11:45
Welding Technology	11:50-12:20

Medical Record Form

Any student with special health conditions such as diabetes, hemophilia, HIV, epilepsy, or any other condition that is potentially life-threatening, should inform the faculty and list their condition on the medical record form at the time of enrollment. You should also list an emergency contact person on this form. Medical information is gathered for safety issues only and does not constitute a request for ADA accommodation. If you are in need of accommodations or accessibility assistance due to a disability, please contact the Disability Services Office in Student Services.

Messages/Phone Calls

Telephones in the offices and Administration areas are not available for student use. Every effort will be made to contact you for an emergency telephone call or to relay an important message, but it is requested that you instruct your family and friends to refrain from calling during instructional hours, except for emergencies. In case of emergency, callers should speak with either the Receptionist or the Student Services Office. Callers should not, under any circumstance, ask for the faculty member of a particular program.

Minors on Campus

In order to maintain a safe and effective learning environment, students, faculty, and staff may not leave minor children unsupervised on campus at any time. It is not the intent of this policy to prevent children from visiting the campus, when in the company of an adult. However, children are not permitted in classrooms or office areas.

Parking and Traffic Rules

(1) Parking Regulations

- (a) Painted lines, markings, or other visible signs will be used to designate authorized parking areas for students, faculty, staff, other employees, visitors, or any other person authorized to use the College's facilities.
- (b) Inability to locate an authorized parking space on campus will not excuse improper parking.
- (c) Improper parking includes, but is not limited to, the following:
 1. Parking in unauthorized spaces or areas;
 2. Parking in driveways, sidewalks, intersections, or loading zones;
 3. Parking in any manner that blocks properly parked vehicles, such as "double parking";
 4. Parking in spaces designated for use by handicapped persons only;
 5. Parking within 15 feet of a fire hydrant.
- (d) Improperly parked vehicles may be towed at the owner's expense.
- (e) A special red decal will be issued to those persons eligible for handicapped parking. The red decal must always be displayed on any vehicle parked in spaces designated for those with disabilities.

(2) Traffic Regulations.

(a) The responsibilities and duties of the drivers of motor vehicles on campus include, but are not limited to:

1. Obeying all state and local laws regarding the operation of motor vehicles in addition to these regulations;
2. Observing the maximum speed of 15 mph limit posed on campus;
3. Exercising reasonable care under all circumstances and avoiding reckless driving of any kind;
4. Obeying all traffic signs
5. Yielding right of way to all pedestrians at all times;
6. Reporting all traffic accidents occurring on campus which involves injury to persons or property to the Student Services Coordinator.
7. Refraining from littering from a vehicle

(3) Penalties for violations of traffic and parking regulations.

- a. Traffic and parking violations will be issued by the Harriman Police Department in accordance with local laws. .
- b. Violators may also be subject to disciplinary action in accordance with the system wide rules governing student conduct and disciplinary sanctions.

SPEEDING IS GROUNDS FOR IMMEDIATE SUSPENSION

Permanent Dismissal

Students will be permanently dismissed from the College because of lack of progress, poor attendance, excessive tardiness, stealing, gambling, fighting, intoxication, insubordination, and/or any other factor that would be detrimental to the progress of others or result in adverse publicity to the College.

Returned Check Policy

Students who pay fees or bookstore charges with a check that is not honored by the bank will be notified by the College. If the check is not paid in cash within 15 calendar days from the date of the notice, that student will be administratively withdrawn from classes. If the student pays the dishonored check within the specified time period, he/she will be assessed a returned check fee in addition to the fees and/or bookstore purchases.

Smoking or Use of Tobacco

Smoking and the use of tobacco products is only permitted in designated areas located outside of buildings. This includes the use of vapor products and smokeless tobacco products.

Student Projects

All student projects (live work) must be approved by the faculty member and be related to the training program. Work order fees must be paid in the Business Office before work can commence. Live work fees are non-refundable.

Student Appearance

You should dress for training as you would dress for work. Each instructional area may have additional requirements for appropriate attire including uniforms. Visitors come to the campus every day, and many of them are potential employers. You are expected to maintain appropriate appearance and behavior at all times. You are not permitted to wear ragged or torn clothing, spaghetti strap tops or dresses, and clothing with offensive language.

Identification Badges

Student badges are required to be worn at all times while on campus. Each student will be issued a badge upon enrollment. Badges are to be worn on the upper right chest area at all times while on campus. Replacement badges can be purchased the Student Services Office. Students not wearing a badge will be sent to student services to purchase a new badge or sent home.

Student Conduct

Generally, through appropriate procedures, the College's disciplinary measures shall be imposed for conduct which adversely affects the College'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 personal or College property. Individual misconduct that is subject to disciplinary sanctions shall include, but is not limited to, the following:

1. Conduct dangerous to others or any violation of safety and health policies
2. Hazing
3. Disorderly conduct.
4. Obstruction of or interference with institutional activities facilities
5. Misuse of or damage to property
6. Theft, misappropriation, or unauthorized sale
7. Misuse of documents or identification cards
8. Firearms and other dangerous weapons
9. Explosives, fireworks, and flammable materials
10. Alcohol
11. Gambling
12. Drugs
13. Financial irresponsibility
14. Failure to cooperate with school officials
15. Violation of general rules and regulations
16. Attempts or aiding and abetting the commission of offenses
17. Unacceptable conduct in hearings
18. Violations of state and federal laws
19. Litter
20. Public Intoxication
21. Drug Paraphernalia
22. Pornography
23. Sexual Misconduct
24. Academic Misconduct, plagiarism, cheating, fabrication, or facilitating of such act

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

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

Student Grievances

Suspension of a student for academic failure or excessive absenteeism is a nongrievable matter unless there has been a violation of institutional policy. In this instance, due process shall be provided in accordance with these guidelines.

• *Purpose:*

The purpose of this procedure is to provide a clear, orderly, and expedient procedure through which all students of Tennessee College of Applied Technology - Harriman may process bona fide complaints or grievances through formalized procedures. Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion or discrimination.

• *Scope and Limitation:*

1. Any student who believes he/she has been treated unfairly or inequitably with regard to the terms or conditions of his/her enrollment may utilize this procedure. Students must present their complaints of grievance within **five** school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.
2. Allegations of sexual harassment or racial discrimination shall be given fair and prompt consideration in accordance with procedures outlined in TBR Guidelines P-080.
3. In matters of disciplinary offenses or academic and classroom misconduct, due process shall be provided in accordance with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions and TBR Policy No. 1:06:00:05, Uniform Procedures for Case Subject to the Tennessee Uniform Administration Procedures Act.
4. Corrective action or remedies, which recommend suspension, dismissal, or expulsion of a student as a result of these proceedings, shall not be invoked until due process has been completed. However, suspension may be imposed in any grievous matter which endangers persons or property, substantially disrupts training or other campus activities, or otherwise interferes with institutional objectives.
5. Suspension of a student for academic failure or excessive absenteeism is nongrievable matter unless there has been a violation of institutional policy. In these instances, due process shall be provided in accordance with Guidelines herein.

• *Informal Discussion:*

It is the philosophy of the Tennessee Colleges of Applied Technology that many complaints or concerns can be resolved through open, clear communications. It is also the intent of the Tennessee Colleges of Applied Technology that conflict resolution be resolved at the lowest level possible. Therefore, the first step of resolution will be an informal meeting of the complainant, and the appropriate Tennessee Colleges of Applied Technology staff member to discuss the matter. The Director or her designee shall meet with the student grievant again within five school days of the date of the discussion to provide his/her remedy or corrective action to the student's concern if agreement cannot be reached in the initial meeting.

• *Grievance Proceedings:*

If a resolution cannot be reached through informal discussion, the student shall have five school days following the TCAT Director or his designee's recommendation to request a hearing before the Grievance Committee. The Director or her designee shall provide the student grievant with a copy of the hearing procedures. The request for a formal hearing must be communicated in writing to the Director or his designee and include the following information:

1. A statement of the grievance and the facts upon which it is based:
2. Dates of the occurrences:
3. Attempts made to resolve the grievance:

4. The remedy of corrective action sought:
5. Signature of the aggrieved student and the date of the written grievance.

Upon receipt of the written grievance, the TCAT Director or her designee shall request a Grievance Committee to 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 in his/her behalf during the meeting. The person(s) against whom the grievance is filed shall also be allowed to present their views as to the action taken against the student grievant.
2. An advisor of his/her choice may accompany the student grievant. 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, present the findings of facts and recommendations to the Tennessee College of Applied Technology Director or his designee. Within five school days of receipt of the committee's findings and recommendations, the Director or his designee shall render a final decision. This decision shall be presented in writing to the student in person or by certified mail, return receipt requested. If either party involved in the grievance is not satisfied with the final decision of the Director or her designee, the student shall be advised of his/her right for further appeal will be stated in the letter.

Tennessee College of Applied Technology - Harriman is accredited by the Council on Occupational Education. The Council on Occupational Education is located at 7840 Roswell Road, Building 300, Suite 325. Atlanta, GA 30350, phone 770-396-3898, website www.council.org.

• *Grievance Committee Composition*

The Grievance Committee shall consist of a minimum of five (5) persons representative of administration, faculty/staff and students. 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.

• *Grievance Hearing Procedures*

Any hearing conducted for purposed of due process shall adhere to the following guidelines:

1. The student review/grievance committee may request testimony from any TCAT student or employee who may have information pertinent to the case in question.
2. Any person giving testimony must have direct knowledge of the case in question.
3. The student grievant may call any witness to testify on his/her behalf.
4. The grievant has the right to cross-examine witnesses against him/her.
5. The grievant has the right to remain silent and have no inference of guilt drawn from such silence.
6. The grievant has the right to be accompanied by an advisor who offers help in explaining procedures and charges. The advisor, however, may not act as an advocate, attorney or actively participate in the hearing.
7. Any person engaging in disorderly conduct or verbal conflicts (including use of profanity) during the course of the hearing will provide cause for immediate dismissal from the hearing and consequently, will be denied the opportunity for further testimony.
8. The student review/grievance committee shall present its finding of facts and recommendations in writing to the Director within **five** school days of the hearing.
9. The Director shall render a final decision to the grievant within five school days of receipt of the committee's recommendations. The student grievant shall be notified in writing of this decision in person or by certified mail, return receipt requested. The student's right to further appeal will also be stated in the certified letter.

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

Complaints regarding accreditation can also be made by contacting the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta Georgia 30350, telephone: 1.800.917.2081 (www.council.org).

Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 800.232.5454.

Tennessee College of Applied Technology - Harriman is accredited by the Council on Occupational Education. The Council on Occupational Education is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, phone 770.396.3898, website www.council.org.

Disciplinary Sanctions

Upon determination that a student has violated any of the rules, regulations, or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed either singularly or in combination by the appropriate College officials: Restitution, Warning, Reprimand, Restriction, Probation, Suspension, Expulsion, Interim, or Summary Suspension. The Director is authorized, at her discretion, to subsequently convert any sanction, in appropriate cases.

Vending Area

A vending area is provided for the convenience of students and faculty for breaks and lunch periods. The Business Office cannot give change. The vending machines are operated solely by the Tennessee Business Enterprises for the Blind. As with all other areas of the College, students are expected to maintain cleanliness in the vending/break room area. Students should contact the Business Office if a machine is not operating correctly.

Visitors

Interested persons are encouraged to tour the College. All visitors must report to the reception desk and obtain a visitor's badge prior to visiting any individual instructional area. Visitors must use eye protective devices when visiting an area where such devices are required. This safety equipment will be provided by the College. No open toe shoes will be allowed in any shop area where OSHA standards require footwear protection.

Drug Prevention Program for a Drug-Free Campus and Workplace

In the event that a student needs drug and/or alcohol counseling, treatment, or rehabilitation and does not know where to seek such help he/she may contact the "National Institute on Drug Abuse Hotline" at 1-800-662-HELP. They will be directed to treatment centers in the local area. TCAT-Harriman will impose disciplinary sanctions on students or employees that are found to be in violation, or charged with being in violation of the institute's determination to maintain a drug-free school and workplace.

Sanctions imposed, except for minimums, will be at the discretion of the institute and will be determined by a committee made up of the director, faculty, and staff members. Sanctions imposed; except for minimums may be probation, suspension, termination, required attendance at a rehabilitation program, or referral for prosecution. Circumstances surrounding an offense may be considered. Minimum sanctions for trafficking of illicit drugs on campus: Termination and referral for prosecution

Minimum sanctions for the illegal possession and/or consumption of a controlled substance or alcohol on campus: Suspension until a school approved rehabilitation program is satisfactorily completed at the expense of the violator.

Alcohol Abuse

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

U.S. Department of Justice Drug Enforcement Administration Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense:</p> <p>Not less than 5 yrs., and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense:</p> <p>Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p>First Offense:</p> <p>Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment</p>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs., or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gm or more	<p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs	<p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mgs	<p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Found at <http://www.usdoj.gov/dea/agency/penalties.htm>

Safety and Emergencies

Inclement Weather

In the event of severe weather conditions, a message will be sent via **SchoolCast** and public announcements concerning closing will be made. Do not interpret announcements for other colleges or school systems as announcements for Tennessee College of Applied Technology - Harriman. Each student must use his/her own judgment regarding safety in traveling to and from the College. Closing announcements are provided through the following media outlets:

Radio: WIVK – 107.7 FM (www.wivk.com)
Television: WBIR – Channel 10 (www.wbir.com)

SchoolCast is a rapid alert and notification system that enables TCAT-Harriman to reach students, faculty and staff, emergency contacts, and first responders within moments through a variety of popular communications methods and devices including: Landline phones, cell phones (voice and text), E-mail. TCAT-Harriman will use SchoolCast to notify students in the event of weather related emergencies such as tornadoes, thunderstorms, snow and ice storms, and school closings. It will also be utilized to keep students informed of emergency situations and important events within TCAT-Harriman as deemed appropriate by the Director.

Campus Security

Campus policy regarding procedures for students to report criminal actions or other emergencies occurring on campus:

- Under emergency situations, dial 911 from the closest telephone.
- Report immediately to the office and inform the Student Services Office or the Director.
- The school will report the incident to the proper authorities.
- If the student prefers, he/she may contact the authorities independently, or a staff member of Tennessee College of Applied Technology – Harriman will assist the student in notifying the authorities.
- It is vitally important that any and all crime be reported either to the school or the local police department. The security of individuals and property is of utmost importance to the school. The identity of the victim will be kept strictly confidential, and the alleged perpetrator will be given the opportunity to defend him/herself.

Access to Tennessee College of Applied Technology - Harriman Facilities

TCAT-Harriman office and campus is open as follows:

7:30 a.m. – 4:00 p.m. Monday through Friday

Excluding holidays, in-service days, and school breaks

All College facilities are secured at the end of each day.

Request for access to the facilities after hours must be made through the Director’s Office.

Crimes Reported

2011	0 Crime
2010	One theft from a building One theft from a motor vehicle
2009	One theft from a building One report of vandalism

Campus Security and Student Right-to-Know Act

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-to-Know Campus Security Act, Tennessee College of Applied Technology -Harriman has prepared a report containing campus security policies and procedures, data on campus crimes, and other related information. A copy of this report may be obtained from the Student Services Coordinator.

For cases of alleged sex offenses: rape, acquaintance rape, or other forcible or non-forcible sex offenses:

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. This does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). The outcome of a disciplinary proceeding means only the school's final determinations with respect to the alleged sex offense and any sanction that is imposed against the accused.

Sanctions may include, but are not limited to the following: Dismissal from the school, proof of psychological counseling, and/or proof of compliance with all mandated judicial sentencing requirements.

The school shall report to the campus community on crimes that include: murder, rape and sex offenses either forcible or non-forcible, robbery, aggravated assault, burglary, motor-vehicle theft, offenses that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534), and offenses that are considered by the institution to represent a threat to students and employees.

Safety

Strict safety precautions will be observed and practiced at all times. Each instructional area has a safety program that you must thoroughly understand before you are permitted to use shop equipment. A written record of safety instructions and tests will be kept on file as tangible evidence that you have been instructed in an appropriate safety program. All injuries or accidents must be reported immediately to the faculty member and administration. Any hazardous conditions or failure to use safety equipment should be corrected immediately when discovered. You are required to purchase and wear safety glasses where appropriate. Disciplinary action will be taken whenever safety rules are violated.

Illness

In the event of a student becoming ill while in school, he/she should immediately inform the faculty member. The faculty member should inform an administrator. If the student needs to go home, he/she should check out with the faculty member. If the student feels he/she cannot drive, or does not have a way home, arrangements will be made to transport the student home or to a medical facility, if the student chooses.

Accident

In the event of an accident, the faculty member should immediately administer first aid, and then notify an administrator. If an ambulance is needed, a designated person will call "911".

In the event a faculty member is injured, the designated shop foreman will administer first aid and send a student to notify the nearest faculty or staff member.

One Automated External Defibrillator (AED) is located in the main administrative office and the other is mounted outside of the Student Services Office, and should be retrieved by a student or staff member in an emergency.

Any incident affecting health or safety should be reported and will be investigated by the appropriate administrator.

Fire or Bomb

In the case of a fire or bomb threat, an emergency announcement will be made using the “all page” feature of the paging system. The emergency will be announced a minimum of three times.

Immediately upon hearing the emergency alarm code, all faculty and staff must assist in getting all occupants vacated and at least 50 feet from the buildings. It is preferable to have all occupants located across the parking lots from the buildings to allow easy access for emergency personnel.

A count of all students should be taken by referencing the roll sheets. Any missing persons should be reported to an administrator.

Maintenance staff and administration will call the fire department, if necessary.

Other Threats

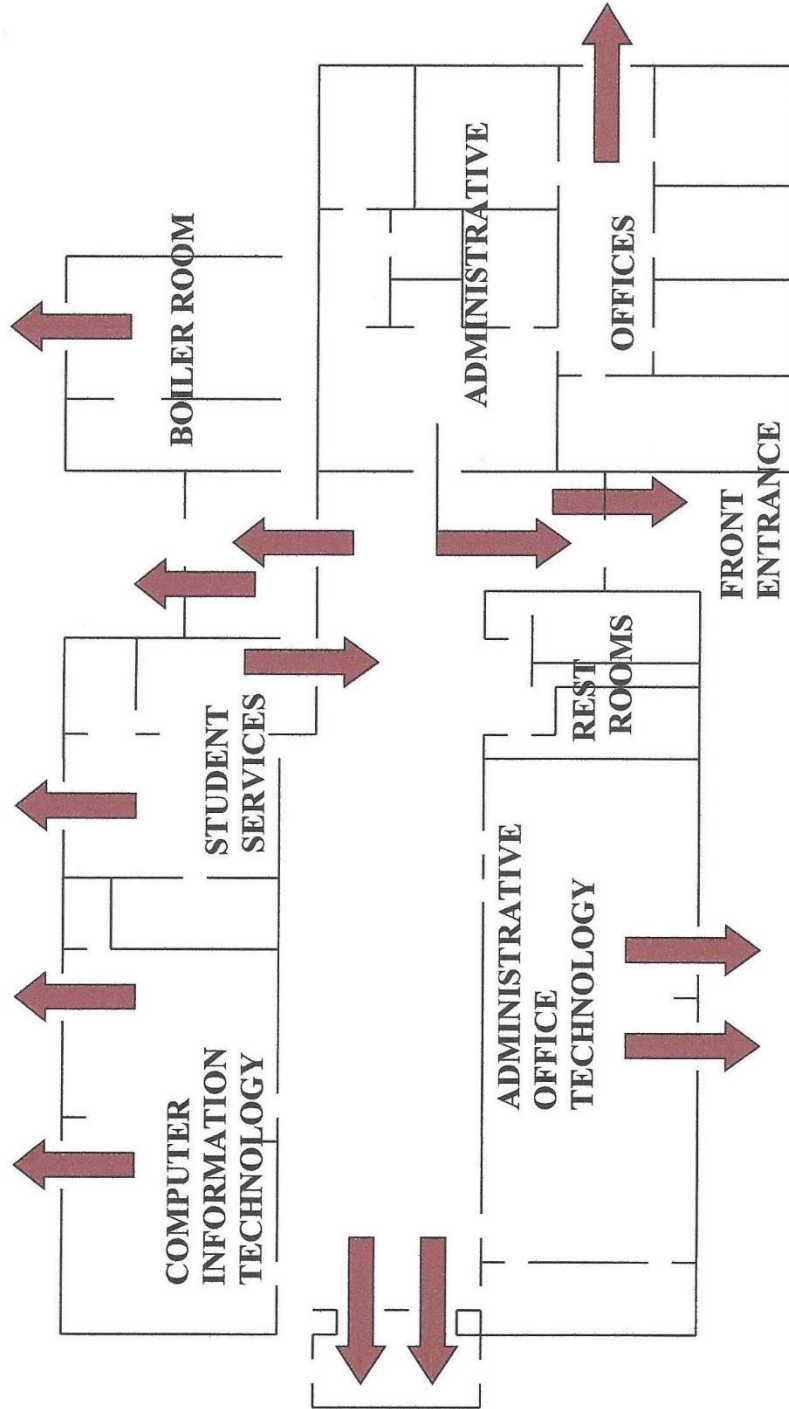
If an individual or group poses a threat to anyone on campus, an administrator should immediately be contacted. After hours, the Director should be notified or in the event of an immediate threat “911” should be called.

Emergency Contacts

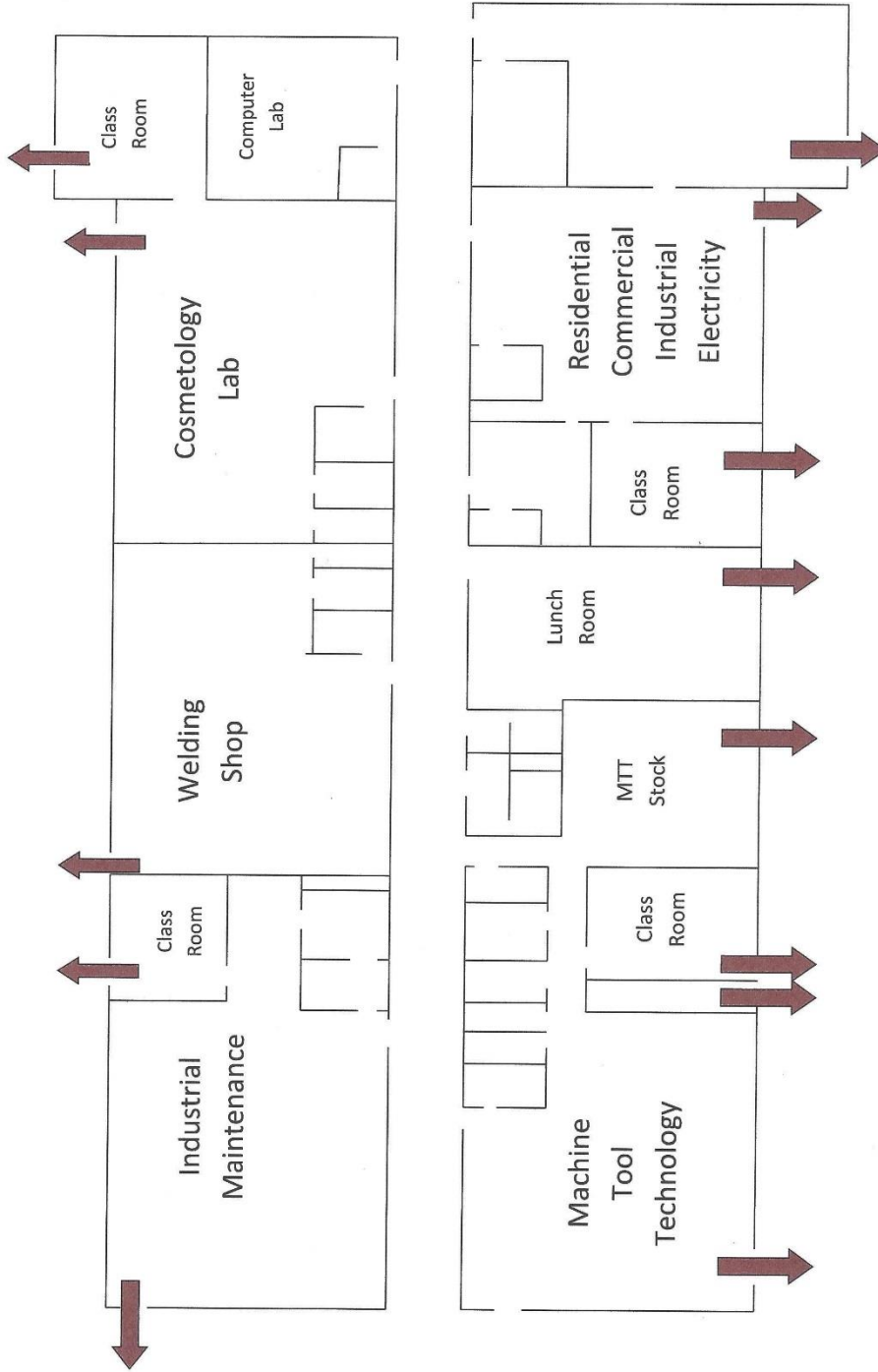
Police, Fire, Ambulance	911
Non-Life-Threatening Emergencies	354-8045

Emergency Escape Routes

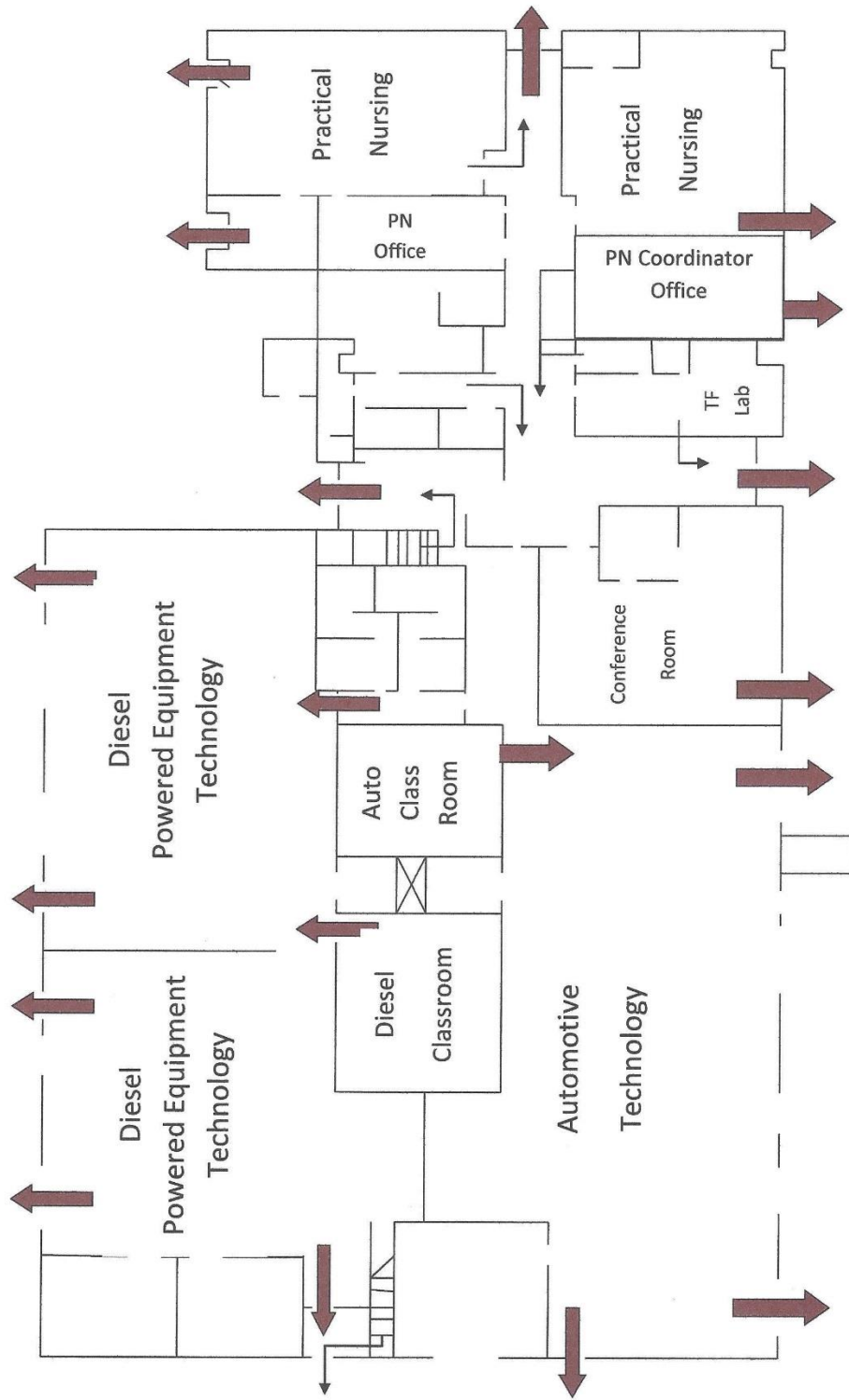
**Tennessee Technology Center at Harriman
EMERGENCY ESCAPE ROUTES**



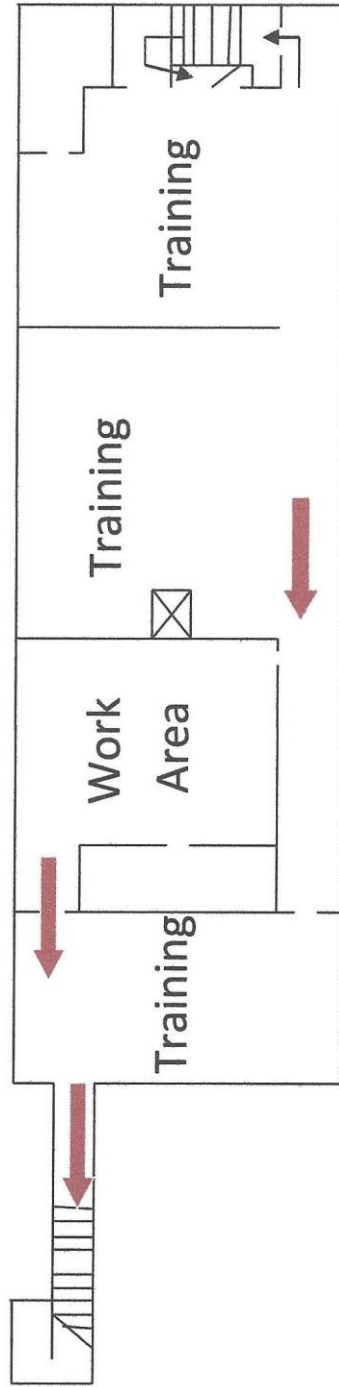
**Tennessee Technology Center at Harriman
EMERGENCY ESCAPE ROUTES**



**Tennessee Technology Center at Harriman
EMERGENCY ESCAPE ROUTES**



**Tennessee Technology Center at Harriman
EMERGENCY ESCAPE ROUTES**



Mezzanine Area

Financial Aid

Tennessee College of Applied Technology - Harriman recognizes that even in a college with low tuition, there are additional expenses related to your attendance. Many students would be unable to attend due to a lack of financial resources.

The Federal and State Financial Aid assistance programs believe that a student (and his/her parents, where applicable) has the primary responsibility to finance his/her education. When these responsibilities have been met, the Student Services Office will assist the student in developing a financial aid package to assist the student in attending training.

General Requirements for Federal or State Financial Aid

- Must be enrolled in an eligible program.
- Must be a U.S. citizen/national or an eligible non-citizen.
- Must maintain satisfactory progress and attendance (as indicated in this Catalog).
- Must possess a high school diploma or HSE Diploma.
- Meet all financial aid deadlines.
- Male applicants must be registered for Selective Service (if applicable).
- Must not be in default on a student loan.
- Must not owe Title IV aid to another postsecondary institution.
- Applicants with a bachelor's degree are only eligible for the lottery.

Types of Assistance Available

Federal Pell Grant

The Federal grant is based on financial need. To determine eligibility the student must complete the Free Application for Federal Student Aid (FAFSA).

FSEOG

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional Federal grant for students with the most need. FSEOG is funded with 75% Federal funds and with 25% institutional funds. The Student Services Office will notify students regarding eligibility upon enrollment.

Tennessee Student Assistance Award

A grant from the State of Tennessee for students with high need. Awards are made during each term to eligible students. Students are automatically considered for this award by completing the FAFSA.

Federal Work Study

Positions in various fields paying minimum wage are available on a limited basis at the College. FWS is funded 75% with Federal funds and 25% with institutional funds. Positions are advertised through announcements made by instructors. All students who receive the Federal Pell Grant are eligible to apply for open positions, but must have a net remaining need after all aid is applied toward the cost of attendance.

Native American Indian Association of Tennessee (NAIA)

NAIA is committed to providing a broad range of services including job training and placement, technical training, scholarships, bilingual and other educational services, health services, cultural revitalization and emergency assistance in times of crisis.

Scholarships

TCAT-Harriman will honor scholarships awarded by any external agency. The student must present documentation regarding the nature of the scholarship, a contact person with phone number and address.

Trade Adjustment Assistance (TAA)

The Trade Adjustment Assistance (TAA) Program is a federal program that provides a path for employment growth and opportunity through aid to US workers who have lost their jobs as a result of foreign trade. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed. The program benefits and services that are available to individual workers are administered by the states through agreements between the Secretary of Labor and each state Governor. Program eligibility, technical assistance, and oversight are provided by the US Department of Labor's Employment and Training Administration's Office of Trade Adjustment Assistance.

Tennessee Opportunity Programs (TOPS)

The TOPS mission is to assist migrant and seasonal farm workers and their families achieve economic self-sufficiency through job training.

Vocational Rehabilitation

The Rehabilitation Division of the Tennessee Department of Human Service provides assistance to students who qualify under the Vocational Rehabilitation Act. Students with certain special needs may receive assistance with maintenance fees, book costs, etc. Contact the local Vocational Rehabilitation Service Office for more information. All Vocational Rehabilitation clients should complete the FAFSA (Pell Grant application).

Workforce Investment Act (WIA)

Eligible persons are certified on the basis of family household size, income, and suitability for the training program selected. Contact your County Career Center for additional information. All WIA clients should complete the FAFSA (Pell Grant application).

Veterans Benefits

Veterans, disabled veterans, and dependents of certain veterans are eligible for financial assistance while receiving training. Only full-time courses are approved for assistance. Supplemental or part-time classes are ineligible. For more information, contact the Veterans Administration Office prior to enrollment. Contact the Student Services Coordinator for additional procedures for TCAT-Harriman.

Wilder-Naifeh Technical Skills Grant (Lottery Scholarship)

The Wilder-Naifeh Technical Skills Grant is part of the TN Education Lottery Scholarship program (TELS). This Grant is available only to TN residents. All individuals interested in applying for Wilder-Naifeh Grant must complete a FAFSA (Pell Grant application). Any individual who received the Hope Scholarship is not eligible for the Wilder-Naifeh Grant. Hope Scholarship recipients who enroll in a community college or four year institution and drop out before completing their program cannot receive the Wilder-Naifeh Grant.

Applying for and Awarding of Federal and State Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA). Your completed FAFSA and signatures must be submitted electronically on the Internet at www.fafsa.ed.gov. If you apply electronically, your signature page at the end of the application must be printed and mailed to the central processing center, or filed at the school, unless you have a pin number.

- Approximately 4-6 weeks after you have submitted the required application and signatures, the Department of Education will send a Student Aid Report to you.
- The Department of Education will automatically transmit your FAFSA information to the Tennessee Student Assistance Corporation (TSAC) in Nashville. TSAC administers the TN Student Assistance Award (TSAA) and Wilder-Naifeh Technical Skills Grant (Lottery). TSAC will notify you of any possible award(s) you may receive.
- Bring your Student Aid Report and any letters from TSAC to the Student Services Office for completion of your financial aid package. If required, the Student Services Office will send you additional paperwork to complete, as well as information concerning documentation you may need to provide. When all paperwork is completed by Student Services Office, you will receive a Financial Aid Award Letter for your records. Your letter will include award amounts by term from all funding sources. If you are seeking additional funding from other agencies (WIA, Vocational Rehabilitation) you may need to provide them with a copy of your Financial Aid Award Letter.
- During your first enrollment term, the Financial Aid Award Letter may be adjusted to reflect actual enrollment hours.

You must reapply for financial aid annually, ideally during the first three months of the calendar year (Jan-March). You should complete each year's tax return as soon as possible so that this timeframe can be met.

Eligibility for most financial aid is based on the financial needs of the student and/or parents. To maintain eligibility, students must achieve satisfactory academic progress, and have satisfactory attendance.

Completion Time Frame

You may receive Title IV Financial Aid (Pell, FSEOG, FWS) until you have been enrolled for 100% of your scheduled hours.

Awarding Policy

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is awarded to students who demonstrate the greatest need based upon the students' estimated family contributions or "EFC". The EFC is determined by the Federal government based upon the results of the "Free Application for Federal Student Aid" (the Pell Grant Application). **Students with an EFC of zero are the first to be awarded FSEOG.** Additional students may qualify for the award based on their remaining need. Students must be enrolled for the full term (432 hours) to receive the FSEOG award. FSEOG awards are subject to availability.

Federal Work Study (FWS)

Students with a net remaining need after the Federal Pell Grant, FSEOG, TSAA, Lottery Scholarship and other assistance have been deducted from the cost of education may apply for the Federal Work-Study Program. Interested applicants may see the Student Services Coordinator to obtain an application for FWS.

Financial Aid Budgets

Each fiscal year the Student Services Office calculates a student budget used for awarding financial aid for all students. This is not the actual cost of the program, but takes into account other factors such as travel, living expenses, etc. Tennessee College of Applied Technology -Harriman has two budgets, one for Independent students and one for Dependent students. Budgets are pro-rated for those students who enroll after the start of the financial aid year.

Satisfactory Academic Progress and Attendance for Federal Financial Aid

Satisfactory Academic Progress

- Maintain at least a “C” average for each academic term
- Complete at least 91% of the scheduled hours for which the student is enrolled
A student enrolled for a full term (432 hours) must not exceed 42 hours of absences.

If the student fails to make satisfactory academic progress at the end of the academic term, the student will not be eligible for financial assistance for the next term. If a student achieves satisfactory progress during the following academic term of attendance, financial aid will be reestablished for the subsequent term.

Satisfactory Attendance

Students scheduled to be enrolled the entire term may not be absent more than 42 clock hours, or tardy more than seven times during the term. Students scheduled to be enrolled a portion of the term are subject to a prorated absence/tardy schedule. (See Student Attendance Section)

If a student exceeds his or her allowed absences, he or she must go through the reinstatement process with the Director. If readmission is approved, the student will appeal to the financial aid committee for reinstatement of financial aid. Students may be placed on financial aid probation as a condition of their reinstatement. Students on financial aid probation will not receive a disbursement until completion of the current term.

Satisfactory Academic Progress and Attendance for Wilder-Naifeh Technical Skills Grant

Failure to maintain satisfactory academic progress and attendance will result in termination of the Lottery Scholarship. This requirement cannot be appealed.

A student must maintain continuous enrollment. A student cannot drop or withdraw from classes. Failure to do so will result in the loss of Wilder-Naifeh Technical Skills Grant. Eligibility also ceases when a student receives a certificate or diploma.

Leave of Absence for Wilder-Naifeh only

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

A student must submit a written request in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so. The student’s signed and dated request must include the reason for the request, beginning and ending dates of the leave, and supporting documentation.

The student will be readmitted as space is available upon completion of the LOA.

An approved LOA will be treated as a withdrawal for all financial aid programs other than the WNTSG. This may cause other awards to be recalculated and a Return of Title IV funds calculation must be done.

A leave of absence will normally not be granted for less than 9.7% of the student's scheduled hours or longer than the scheduled hours remaining in the term at the time of the leave.

If the student's request for a leave of absence is denied, the student may appeal the decision to the Institutional Review Panel (IPR).

Financial Aid Committee/ Institutional Review Panel (IRP)

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

The following items are allowed for appeals:

1. Denial of Modified Schedule
2. Denial of Leave of Absence

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

IRP Appeals Process and Timeline

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

The IRP may award or reinstate the student's Wilder-Naifeh award with or without a hearing and shall make a determination no later than fourteen calendar days after the student properly files an appeal. The IRP shall render a written decision no later than seven calendar days after considering an appeal, except for extenuating circumstances.

Appeals of IRP's Decision

A student seeking an appeal of a decision rendered by the IRP can appeal to the Tennessee Student Assistance Corporation (TSAC). Your written request should outline the basis for the appeal, and must be sent within fourteen calendar days from the date the decision was delivered to the student. Address your appeal to:

Tennessee Student Assistance Corporation
TELS Awards Appeals Panel
404 James Robertson Parkway, Suite 1950
Nashville, Tennessee 37243

Charging of Fees/Books to Financial Aid Award

You are permitted to charge your maintenance and technology fees to your Pell Grant. If you are also eligible for the Lottery grant, you may charge any book or supply costs to the grant. You should review your Financial Aid Award Letter to determine the maximum amounts you can charge per term.

Students who are not eligible for the Pell Grant but who receive the Lottery grant may charge tuition and/or books to the Lottery Scholarship up to the amount of the term award. All book and supply costs charged to financial aid must be purchased through the College's Bookstore. Students will be allowed to charge books/supplies to financial aid only on the first day of the term or a new student's first day of enrollment.

Financial Aid Check Disbursements

The Student Services Office will notify all students of dates for check disbursements for the remaining financial aid award (if applicable). To obtain checks, students must present a picture ID to the College's Business Office.

Regents On-Line Degree Program

Students who have designated TCAT-Harriman as their home school and are eligible for financial aid will be allowed to charge maintenance and technology access fees to their financial aid award. Books and supply charges cannot be made to a financial aid award. Disbursement of any remaining financial aid award for each term will be made to the student in accordance with the on-ground procedure.

Professional Judgment

The Pell Grant formula is based on the taxes or income for a previous year. After the student completes the FAFSA, they may seek an adjustment on their FAFSA if any of the following circumstances apply to their situation: Involuntary loss of job or income, death of a spouse or the primary income-provider of the household, legal divorce. Other situations may apply and should be discussed with the Student Services Coordinator. Requests for an income adjustment are considered by the Student Services Coordinator prior to the implementation of the request. The Professional Judgment Request Form is available from the Student Services Office and should be completed in its entirety, including all supporting documentation.

Program Transfers

A student may make two (2) program changes and still be eligible to receive financial aid. At each program change, the student will establish a new timeframe for completion of that program.

Withdrawals

Students who complete more than 60% of their scheduled hours during a payment period are eligible to retain their Pell Grant for that term.

Return of Federal Funds

Any student who withdraws from school without completing more than 60% of their scheduled hours during a payment period, not including absences, must return a percentage of the Title IV funds. **Students graduating or withdrawing from the College should consult with the Student Services Coordinator regarding their financial aid package as part of the withdrawal process.**

Appeals

Any student who feels mistreated under the rules set forth may submit, in writing, the conditions or actions that demonstrate that the rules were not followed and submit a specific request for relief. The following guidelines should be followed:

1. Seek verbal clarification from the Student Services Coordinator.
2. Written documentation will be forwarded to the Financial Aid Appeal Committee to ascertain if the rules were violated. The Committee will make a recommendation.
3. If either the Student Services Coordinator or student disagrees with the recommendation, the matter may be referred to the Director for final disposition.

Rights and Responsibilities of Financial Aid Recipients

Student Rights

Students have the right to ask the College:

- The names of its accrediting and licensing organizations.
- About its programs, its instruction, laboratories, and other facilities.
- What the cost of attendance is, and what the policy is on refunds to students who withdraw.
- What financial assistance is available, including information on all Federal, state, local, private, and institutional financial programs.
- What the procedures and deadlines are for submitting applications for each available financial aid resource.
- How it selects its financial aid recipients.
- How it determines financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in the cost of attendance. This calculation also includes the resources considered, such as parental contribution, other financial aid, etc.
- To explain each type and amount of assistance in student's financial aid package.
- If offered a Federal Work-Study job, what type of job it is, what hours a student must work, what the duties will be, and how much and when the student will be paid.
- To reexamine financial aid package if it is believed that a mistake has been made, or if enrollment or financial circumstances have changed.
- How the College determines whether a student is making satisfactory progress and what happens if they do not.
- What special facilities and services are available to the disabled.

Student Responsibilities

It is the student's responsibility to:

- Review and consider all information about a College's program before they enroll.
- Pay attention to the application for student financial aid, complete it accurately, and submit it on time, to the right place. Errors can prevent receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or information requested by either the Student Services Office or the agency to which a student has submitted an application.
- Notify the College of any information that has changed since application.
- Read, understand, and keep copies of all forms that are signed.
- Keep the College updated with name, address, telephone number, and attendance status.
- Satisfactorily perform the work agreed upon in a Federal Work-Study job.

- Understand the College's refund policy.
- Reimburse the College for an over-award or an overpayment of any financial aid.

Privacy Policy – Gramm-Leach-Bliley Act

The College collects nonpublic personal information on students from the following sources:

- Information we receive from on applications, tax preparation worksheets, and other documents we use in preparing Federal financial aid.
- Information about financial aid with support agencies; and
- Information we receive from agencies that are supporting the student's education.

The College does not disclose any nonpublic personal information about students to anyone, except to supporting agencies as permitted by law.

If students decide to terminate training at Tennessee College of Applied Technology - Harriman, we will adhere to the privacy policies and practices as described in this notice. The College restricts access to personal and financial aid information to those employees who need to know that information to provide services to students. We maintain physical, electronic, and procedural safeguards that comply with Federal standards to guard students' nonpublic personal information.

Student confidence in us is important. We want students to know that their information is safe. If students have any questions or concerns, they should contact the Student Services Coordinator.

AFFIRMATIVE ACTION

Policy on Affirmative Action

Title VI/Title IX/Section 504

Americans with Disabilities Act of 1990, Public Law 101-336

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

Tennessee College of Applied Technology - Harriman is committed to making reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and education. The Student Services Coordinator serves as the contact/information source for all matters relating to this Act.

The College will not tolerate any conduct by an administrator, supervisor, student, faculty, or staff member which constitutes sexual harassment. See the Tennessee Board of Regents' policy at the following link for more information:

http://www.tbr.state.tn.us/policy_guidelines/personnel_guidelines/P-080.htm

Any Tennessee College of Applied Technology - Harriman student who has reason to believe he or she has been affected by discrimination should contact the Director of the school.

Tennessee College of Applied Technology - Harriman is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Student Services Coordinator, 1745 Harriman Highway, Harriman Tennessee 37748, 865.882.6703, sastonwash@ttcharriman.edu. Additionally, the Students Services Coordinator, designated to monitor and oversee Title IX complaints, may be contacted at: 1745 Harriman Highway, Harriman Tennessee 37748, 865.882.6703, sastonwash@ttcharriman.edu, <http://www.ttcharriman.edu/sex-discrimination-harassment-and-assault-ttc-harriman-title-ix-coordinator>.

LIMITATIONS AND RESERVATIONS

The provisions of this catalog do not constitute a contract between Tennessee College of Applied Technology - Harriman and a student who commences any program of study insofar as it relates to the certificate or diploma requirements for that program during the effective period of this catalog. The certificate or diploma requirements are subject to change during such period only to the extent required by Federal or state laws or accreditation standards. The specific courses or activities constituting the certificate or diploma requirements for any program are subject to substitution at any time prior to completion by the student.

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

Tennessee College of Applied Technology - Harriman provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines taught by trained and qualified faculty. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. As a result, Tennessee College of Applied Technology - Harriman 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, certificate, or diploma.

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ttcharriman.edu.

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