Tennessee College of Applied Technology-Harriman

Danice Turpin, President

**1745 Harriman Highway
Harriman, TN 37748
www.tcatharriman.edu**

2017 - 2019
Student Handbook

Loudon County Instructional Service Center – 4380 Harrison Road, Lenoir City, TN

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 provides the highest quality training for our students, and 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 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 service area of Anderson, Knox, Loudon, Morgan, Meigs, Rhea, and Roane Counties. I extend my sincere wish for success, and I hope to see you in a future graduation ceremony.

Danice E. Turpin
President

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. 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 was appointed Director in November 2008. 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. Two instructional service centers were recently added: Loudon County Instructional Service Center (2015) and Oak Ridge Instructional Service Center (2016).

TCAT-Harriman Mission

The mission of Tennessee College of Applied Technology-Harriman is to provide high quality technical training to prepare individuals for lasting and rewarding employment, lifelong learning, and to upgrade skills of employed workers.

Tennessee Colleges of Applied Technology 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.

<u>Governance</u>

The Tennessee Colleges of Applied Technology are governed by the Tennessee Board of Regents (TBR) system. TBR is among the nation's largest higher education systems, governing 46 postsecondary educational institutions. The TBR system is comprised of six universities, thirteen community colleges, and twenty-seven technology colleges, and enrolls more than eighty percent of all Tennessee students attending public institutions of higher education.

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Chancellor Flora Tydings and Vice Chancellor James King

Tennessee Board of Regents

1 Bridgestone Park

Nashville, TN 37214-2428

www.tbr.edu

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The activities of the Tennessee Board of Regents System are coordinated with the Tennessee Higher Education System (THEC) in an effort to achieve unity in the programs of higher education in Tennessee.

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Executive Director Mike Krause

Tennessee Higher Education Commission

404 James Robertson Parkway, Suite 1900

Nashville, TN 37243

https://www.tn.gov/thec/

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<u>Advisory Committees</u>

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)

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

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

Wade Creswell
CEO & President, The Roane Alliance

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

Administration, Faculty, and Staff

Administration

President	Danice Turpin
	Ed.S. – Tennessee Technological University
	M.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 Budgets & Personnel Services	Darlene Wright
	A.A.S. – Roane State Community College
Health Sciences Coordinator	Jessica Sexton, RN
	M.S.H.A-Ed. – University of Phoenix
	B.S.N. – Tennessee Wesleyan College

Program Faculty

Administrative Office Technology	Angela Richardson
	M.P.S. – Tennessee Technological University
	B.S. – East Tennessee State University
	Microsoft Office Specialist – Access, Excel & Word
Automotive Technology	Larry Weatherly
	ASE Master Certified Automobile Technician

Cosmetology   Karla Love
                                         Licensed Instructor, TN State Board
                                         of Cosmetology
                                         Diploma, Tennessee School of
                                                Beauty

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

                                          Rene Martineau
                                          Diploma, Greater Lowell Regional
                                          Vocational Tech
                                          ASE Master Certified Medium/
                                          Heavy Truck Technician
                                          L2 Advanced Level Electronics
                                          TIA Commercial Certified

Health Sciences- *Full-time Faculty*   Lisa McGhee, RN
                                          B.S.N. – Chamberlain College
                                          of Nursing
                                          A.A.S. – Roane State Community
                                          College

Health Sciences- *Adjunct Faculty*   Cindy Branson-Hickey, RN
                                          A.A.S. – Roane State Community
                                          College
                                          Diploma, TCAT-Harriman

                                          Albury Coffey, LPN
                                          Diploma, TCAT-Harriman

                                          Travis Daugherty, LPN
                                          Diploma, TCAT-Harriman

                                          Emily Hensley, LPN
                                          Diploma, TCAT-Harriman

                                          Amy Ingram, RN
                                          A.A.S. – Roane State Community
                                          College

	Patricia Scott, RN A.A.S. – Roane State Community College
	Rebekah Stryker, LPN Diploma, TCAT-Harriman
Industrial Maintenance Technology	Paul Jones Apprenticeship, TVA Oper.& Maint.
Machine Tool Technology	Adam Dalton Diploma, TCAT-Crossville Journeyman, TN Department of Labor
Residential/Commercial/Industrial Electricity	Buddy Tharp OSHA Authorized General Industry Trainer MSSC Certified NIMS Certified
Welding Technology	Justin Coffey Certificate, TCAT-Harriman
	Mike Russell Certificate, TCAT-Harriman Air Force- Chanute Technical Training-Welding
	Brice Woody Diploma, TCAT-Harriman U.S Department of Labor and AWS certifications

Support Personnel

Administrative & Student Support Associate	Suzanne Ziegler Diploma, TCAT-Harriman
Facilities	Jacinta Baskin Certificate, TCAT-Harriman
	Lucas Liles Diploma, TCAT-Harriman
	Ed Reed

Financial Aid Assistant	Tami Wright
	Certificate, TCAT-Harriman
Financial Support Associate	William "Andy" Sammons
	Diploma, TCAT-Harriman
Learning Center Specialist	Margaret Simmers
	Diploma, TCAT-Harriman
	Certified Internet Webmaster
	A+ Certified
Receptionist	Linda Gibson
	Diploma, TCAT-Harriman
Student Recruiter	Becky Gilbert
	B.S. – Tennessee Technological University
	Certified Teacher– Educ. /Special Ed. K-12, Elementary 1-8
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

PROGRAMS

Administrative Office Technology

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.

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. 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.

During the first two trimesters (eight months) all students complete a set of core courses. Upon successful completion of the first two trimesters, each student will have earned the General Office Assistant Certificate and the Office Software Specialist Certificate. For the third and final trimester (four months) each student must then choose one of the following training modules: Administrative Assistant, Accounting Assistant, or Medical Administrative Assistant.

Award Title	Approximate Hours	Award
General Office Assistant	432	Certificate
Office Software Specialist	864	Certificate
Administrative Assistant	1296	Diploma
Accounting Assistant	1296	Diploma
Medical Administrative Assistant	1296	Diploma

Program Cost (approximately): 5,288.00

Administrative Office Technology
Course Outline

Description	Course	Cust. Hrs
Orientation & Safety	AOTT-1099	6 hrs
Office Technology Foundations	AOTT-1100	96 hrs
Keyboarding/Data Entry	AOTT-1110	90 hrs
Office Procedures I	AOTT-1120	120 hrs
Computer Essentials	AOTT-1130	120 hrs
Word Processing Applications	AOTT-1200	120 hrs
Spreadsheet Applications	AOTT-1210	120 hrs
Office Procedures II	AOTT-1220	120 hrs
Employability Skills	AOTT-1230	72 hrs

Student chooses third trimester diploma for completion of diploma:

Accounting	AOTT-1300	216 hrs
Payroll	AOTT-1310	108 hrs
Computerized Accounting	AOTT-1320	108 hrs

Accounting Assistant Diploma		**1296 hrs**
Business Communications	AOTT-1330	108 hrs
Customer Service	AOTT-1340	80 hrs
Financial Functions	AOTT-1350	100 hrs
Practicum/Simulations	AOTT-1360	144 hrs

Administrative Assistant Diploma		**1296 hrs**
Medical Terminology	AOTT-1370	72 hrs
Medical Ethics & Office Mng.	AOTT-1375	90 hrs
Intro to Medical Insurance	AOTT-1380	100 hrs
Electronic Health Records	AOTT-1385	80 hrs
Med. Practicum/Simulation	AOTT-1390	90 hrs

Medical Administrative Assistant Diploma   **1296 hrs**

*Introduction to Medical Coding   AOTT-1395   104 hrs- optional

Administrative Office Technology Program Cost Sheet

Important Note:
Beginning September 1, 2012 some books purchased through the TCAT-Harriman bookstore for the Administrative Office Technology program will be in a digital format (eBooks). To access books **outside** of class, students will need access to one of the following: laptop computer, desktop computer, or tablet device with internet browser options.

1ST Trimester – General Office Assistant Certificate

Maintenance/Tech & Activity Fees 1,216.00
Basic English Review 32.19
Guide to Master Student.. 20.61
Business Math 163.06
Keyboarding/Data Entry 178.75
Office Procedures I (Admin. Prof.).. 59.99
Computer Essentials (Visualizing Tech.)... 69.99
Total.. $1,740.59

2nd Trimester – Office Software Specialist Certificate

Maintenance/Tech & Activity Fees 1,216.00
Microsoft Word 2013 .... 137.19
Microsoft Excel w/SAM 2013 .... 180.26
Office Procedures II (Proc. & Theory for Admin. Prof.).. 58.74
Employability Skills... 27.49
MOS Vouchers... 172.50
Total.. $1,792.18

3rd Trimester – Accounting Assistant Diploma (Choice One)

Maintenance/Tech & Activity Fees 1,216.00
Accounting 94.19
Payroll 116.87
Computerized Accounting 99.94
Quickbooks Voucher.. 149.00
Total.. $1,676.00

3rd Trimester – Administrative Assistant Diploma (Choice Two)

Maintenance/Tech & Activity Fees 1,216.00
Business Communications 62.49
Customer Service 51.24
Financial Functions 48.44
Microsoft PowerPoint 2013 Brief... 39.06
Microsoft Access 2013 Brief 40.31
Total.. $1,457.54

3rd Trimester – Medical Administrative Assistant Diploma (Choice Three)

Maintenance/Tech & Activity Fees 1,216.00

Medical Terminology... 62.44
Medical Ethics & Office Management 126.19
Intro to Medical Insurance 59.48
Electronic Health Records.. 111.19
Medical Practicum/Simulation... 180.00
Total.. **$1,755.30**

Total Cost of Program (approximately).. **5,288.00**

This list of fees covers the period from September 1, 2016 to August 31, 2017. All book, tool, and supply costs are approximate and are subject to change. The actual time for completion may vary from student to student.

The TCAT-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 or activities. TCAT-Harriman is a TBR/EEO/AA/ADA Institution.

Automotive Technology

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

This ASE (National Institute for Automotive Service Excellence) certified program provides instruction and hands-on experience using modern test equipment, 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 examinations, which are offered twice per year in the Knoxville area. **Students admitted to the Automotive Technology program must have a valid driver's license prior to admission.**

Award Title	Approximate Hours	Award
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 examinations

Program Cost (approximately): $6,921.00

Course Outline

Description	Course	Cust. Hrs
Safety and Foundations	AME-075	60 hrs
Brake Systems	AME-100	180 hrs
Suspension & Steering	AME-150	180 hrs
Automatic Trans/Transaxle	AME-250	266 hrs
Manual Drive & Axles	AME-260	230 hrs
Heating & Air Conditioning	AME-270	218 hrs
Engine Repair	AME-300	216 hrs
Engine Performance	AME-350	410 hrs
Electrical/ Electronic Systems	AME-410	400 hrs
Automotive Technician Diploma		**2,160 hrs**

Automotive Technology
Cost Sheet

1st Trimester

Maintenance/Tech & Activity Fees 1,216.00
2yr Online Course* 309.00
Automotive Curriculum Guide* 9.00
Safety Glasses* 3.00
Starter Tools (approximately) 520.00
Total $2,057.00
*denotes books/supplies needed for 1st day of class
See detailed tool list for all tools needed for completion

2nd through 5th Trimester
For Each Trimester:
Maintenance/Tech & Activity Fees 1,216.00
Total $1,216.00

Total Program Cost* (approximately)   **$6,921.00**
All tools needed for completion are not included in total program cost.

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Certified Nursing Assistant

The mission of the Certified Nursing Assistant program is to provide the student with the knowledge and skills necessary to perform basic care services for a patient in an acute care setting or a resident in a long-term care setting.

The Certified Nursing Assistant program is a 120-hour training program designed to provide basic training for a Certified Nursing Assistant (CNA) to function in a long-term care or acute care facility. Working closely with patients, Certified Nursing Assistants are responsible for basic care services such as bathing, grooming, feeding patients, assisting nurses with medical equipment, and performing basic patient assessments. CNAs give patients important social and emotional support and also provide vital information on patients' conditions to nurses.

Both theory and clinical learning prepares the student to function in the role of a nursing assistant under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). The framework of the Certified Nursing Assistant program is centered on the federal and state regulations mandated by the Tennessee Department of Health (TDOH) and is designed to meet the mandated curriculum requirements. Satisfactory completion of the program provides the student eligibility to take the state-approved examination, with both written and practical components for State certification as a Certified Nurse Aide.

Enrollment Requirements
The specific qualifications the applicant must meet for enrollment are:
- Complete an enrollment form.
- Be sixteen (16) years of age (Tennessee Department of Health requirement for all applicants for Certified Nursing Assistant training).
- Furnish additional documents including proof of immunizations, CPR certification (American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers), and a physical examination performed by a licensed physician or practitioner.
- Provide receipt of payment for a background check and a drug screen authorized by the contract agency used by the TCAT system.
- Report for training upon notification of enrollment.

Award Title	Approximate Hours	Award
Certified Nursing Assistant	120	Certificate

Program Cost (approximately): $1,004.00

Course Outline

The Certified Nursing Assistant program at TCAT-Harriman is 120 hours in length. Those hours are utilized in the following areas:

    Theory- 60 hours
    Skills Lab Training- 20 hours
    Clinical Training-40 hours

Certified Nurse Assistant
Cost Sheet

Items not purchased through the College but required upon enrollment:
Background Check/Drug Screen 60.00
Physical Examination 50.00
Immunizations (TB/ Hep. B/Tetanus/Influenza) 40.00
CPR-BLS for Health Care Provider (through American Heart Associatio*n*) 40.00-60.00
Total...$180.00-S210.00

Needed for the First Day of Class:
Maintenance/Tech and Activity Fees 413.00
Books/Materials* 80.00
Liability Insurance* 15.00
Total.. $508.00

Items not purchased through the College but required on or before clinical:
Navy Scrub Pants with Navy Blue Scrub Top 50.00
Closed Toe/Closed Back, Mostly Leather Athletic/Nursing Shoes 50.00
Watch with secondhand 10.00
Stethoscope 60.00
Manual blood pressure unit 20.00
Total.. $190.00

After successful completion of course:
State Certification Exam 96.00

Total (approximately)   **$1,004.00**

**All books, tools, and supply costs are approximate and are subject to change.

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Cosmetology

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

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 in the state of Tennessee.

Classroom instruction and practical learning experiences are interwoven into a variety of beauty treatments including the care and beautification of hair, complexion, and hands. The course of study includes hands-on and classroom instruction. Safety and customer relations are also emphasized throughout the program.

Currently the State of Tennessee requires cosmetologists to complete 1500 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 diploma or equivalent.

Award Title	Approximate Hours	Award
Cosmetologist	1500	Diploma

Program Cost (approximately): $6,024.00

Course Outline

Description	Course	Cust. Hrs
Technology Foundations	CSM-075	20 hrs
Sterilization/Sanitation Bacteriology	CSM-110	160 hrs
Anatomy & Physiology	CSM-120	30 hrs
Shop Ethics/Personality/Salesman	CSM-130	60 hrs
State Law	CSM-140	30 hrs
Shampooing & Rinsing	CSM-210	55 hrs
Hair Care & Scalp Care	CSM-220	55 hrs
Hair Shaping	CSM-230	180 hrs
Hairdressing & Styling	CSM-240	180 hrs
Facials/Arching/Lash & Brow	CSM-250	45 hrs
Manicure & Nail Care	CSM-261	85 hrs
Permanent Waves, Relaxer, Curl	CSM-310	290 hrs
Hair Coloring/ Bleaching/Toning	CSM-330	210 hrs
Nail Extension	CSM-341	60 hrs
Hair Structure & Chemistry	CSM-350	40 hrs
Cosmetologist Diploma		**1500 hrs**

Cosmetology
Cost Sheet

1st Trimester: (all items are required on the first day of class)

Maintenance/Tech & Activity Fees	1,216.00
Milady Standard Textbook Kit	457.50

(Includes Theory Workbook, Practical Workbook, State Board Exam Review Booklet, Student CD-ROM, Reference Charts, Milady Hair Structure & Chemistry Textbook, Hair Structure Exam Booklet, Cosmetology Illustrated Dictionary)

Cosmetology Practical Kit	487.04

(Includes Scissors, Lab Jacket, Brushes, Combs, Curling Irons, Mannequins, etc.)

Total	**$2,160.54**

Items not purchased through TCAT-Harriman; but REQUIRED on the first day of enrollment:

2 qty – Lambert's Heart Soul Royal Blue scrub shirt and black pants	approx.	116.00

(Students get a 20% discount on uniforms. Student may wish to purchase additional uniforms as this will be the required attire for the program)

1 pr. Black leather or leather-like shoes (tennis shoes or nursing shoes)	approx.	45.00

(Shoes must have a closed toe)

2nd Trimester:

Maintenance/Tech & Activity Fees	1,216.00

3rd Trimester

Maintenance/Tech & Activity Fees	1,216.00

4th Trimester

Maintenance/Tech & Activity Fees	1,216.00
Mannequin for State Board Exam	75.00
PSI Exams – TN State Board Exams:	
Theory Test	70.00
Practical Test	70.00
	$1,431.00

Total Approximate:	**$6,024.00**

This list of fees covers the period from September 1, 2016 to August 31, 2017. All book, test, and supply costs are approximate and are subject to change. Maintenance and Technology Fees may change as mandated by the Tennessee Board of Regents.

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Diesel Powered Equipment Technology

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.

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. By working on actual diesel vehicles, students are well prepared to enter the workforce after graduation.

A student is eligible to set for Automotive Service Excellence (ASE) Certification tests in the following areas: 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. **Students admitted to the Diesel Powered Equipment Technology program must have a valid driver's license prior to admission.**

Diesel Powered Equipment Technology is offered at our main campus in Harriman as well as our Loudon County Instructional Service Center.

Award Title	Approximate Hours	Award
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

Program Cost (approximately): $7,290.00

Diesel Powered Equipment Technology Course Outline

Description	Course	Cust. Hrs
Technology Foundations	DIE-050	0 hrs
Orientation & Safety	DIE-075	42 hrs
General Shop Skills	DIE-090	169 hrs
Preventative Maintenance	DIE-095	140 hrs
Basic Diesel Theory	DIE-200	75 hrs
Drive Trains	DIE-310	216 hrs
Suspension & Steering	DIE-320	124 hrs
Heating, Ventilation & Air Conditioning	DIE-330	210 hrs
Hydraulics	DIE-770	102 hrs
Brakes	DIE-870	200 hrs
Diesel Engines/mechanical	DIE-980	426 hrs
Electricity/Electronics	DIE-985	302 hrs
Electrical Diesel Engine Controls	DIE-300	124 hrs
Worker Characteristics	DIE-990	30 hrs
Diesel Technician Diploma		**2160 hrs**

Diesel Powered Equipment Technology Cost Sheet

1st Trimester:

Maintenance/Tech & Activity Fees 1,216.00
Modern Diesel Technology TB.. 182.50
On-Line Course... 316.88
Task Sheet Manual.. 61.25
Heavy Vehicle Engines 116.88
Diesel Powered Equipment Curriculum Guide.. 9.00
Safety Glasses 3.00
Starter Tools (approximately) ** 520.00
Total... $2,425.51
**See Tool List for total cost of tools

2nd through 5th Trimester:
For Each Trimester:
Maintenance/Tech & Activity Fees 1,216.00
Total... $4,864.00

Total Program Cost *(approximately) $7,290.00

Students enrolling in the evening class at the Loudon County Instructional Service Center attend 20 hours a week and register for 288 hours a term. Their approximate length of program is 7.5 terms. Tuition for 288 hours is S1096.00

Total Program Cost for DPET at the Loudon County Instructional Service Center is $8882.00
**Complete cost of tools not included in total program cost

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Industrial Maintenance Technology

The Industrial Maintenance Technology (IMT) program's mission is to prepare the student for the various maintenance duties found in today's industries.

The program covers all components of a manufacturing operation that includes mechanics, electronics, control engineering and computing and at least two of four elective courses: HVAC training, basic machining, basic welding, or PLCs. The skills taught in this course include: Safety, mechanical power, fluid power, AC/DC circuits, 3 phase electricity, wiring schematics, switches, resistors, capacitors, and motor control. The course will cover the basic mechanical and electrical skills in the first 8 months then the student will determine his/her path into the four choices of electives.

Award Title	Approximate Hours	Award
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

❖ Indicates additional certificates that can be earned in the elective areas

Program Cost (approximately): $6,192

Industrial Maintenance Technology Course Outline

Description	Course	Cust. Hrs
Orientation & Safety	IMT-1000	12 hrs
Technology Foundations	IMT-1100	30 hrs
Tolerance & Measurement	IMT-1150	30 hrs
Lubrication Techniques	IMT-1200	30 hrs
Bearing Installation	IMT-1225	30 hrs
Gears, Chains & Rollers	IMT-1250	30 hrs
Belts & Brakes	IMT-1275	30 hrs
Pumps	IMT-1300	30 hrs
Pine Bending & Threading	IMT-1325	60 hrs
Couplings & Alignment	IMT-1350	30 hrs
Hydraulics	IMT-1400	60 hrs
Pneumatics	IMT-1500	60 hrs
Related Math	IMT-2000	30 hrs
AC & DC Circuits	IMT-2100	150 hrs
Wiring Schematics	IMT-2200	30 hrs
Soldering, Switches, Resistors Capacitors	IMT-2300	72 hrs
3/phase	IMT-2400	60 hrs
Motor Control	IMT-2500	90 hrs

Students will complete 864 hours in at least two of the four electives to graduate with a diploma:

Description	Course	Cust. Hrs
HVAC Safety	IMT-3000	12 hrs
Tools, Equip & Fasteners	IMT-3100	18 hrs
Heat, Pressure & Refrigeration	IMT-3200	30 hrs
Tubing & Piping	IMT-3300	42 hrs
System Evac., Charging & Calib.	IMT-3400	84 hrs
Automated Controls	IMT-3500	42 hrs
Installation	IMT-3600	78 hrs
EPA 608	IMT-3700	18 hrs
Advanced Controls	IMT-3800	58 hrs
Gas Furnaces	IMT-3900	50 hrs
Welding Safety	IMT-4000	18 hrs
Brazing	IMT-4050	30 hrs
Indroduction to Welding	IMT-4100	60 hrs
Cutting Processes	IMT-4150	60 hrs
Shielded Metal Arc Welding	IMT-4200	156 hrs
Blue Print Reading	IMT-4300	60 hrs
Basic Machining	IMT-4350	30 hrs
Intro to Lathes & Milling Machines	IMT-4400	126 hrs
Bench Work	IMT-4450	64 hrs
Grinders	IMT-4500	50 hrs
Intermediate Lathes	IMT-4550	102 hrs
PLC's	IMT-4600	216 hrs
Advanced PLC's	IMT-4700	156 hrs
Robotics	IMT-4800	60 hrs

Industrial Maintenance Technician **1728 hrs**

Industrial Maintenance Technology Cost Sheet

1st Trimester:

Maintenance/Tech & Activity Fees 1,216.00
Tools with Meter* (Approx.) 259.00
Amatrol online course 375.00
Safety Glasses 3.00
Total.. $1,853.00
*denotes books/supplies needed for 1st day of class

2nd Trimester:

Maintenance/Tech & Activity Fees 1,216.00
Books 21.00
Tools (Approx.) 548.00
Total.. $1,785.00

3rd Trimester:

Maintenance/Tech & Activity Fees 1,216.00
Books 122.00
Total.. $1,338.00

4th Trimester:

Maintenance/Tech & Activity Fees 1,216.00
Total.. $1,216.00

Total Program Cost (Approximately) $6,192.00

This list of fees covers the period from September 1, 2016 to August 31, 2017. All book, tool, and supply costs are approximate and are subject to change. The actual time for completion may vary from student to student.

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Machine Tool Technology

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

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 in safety and on a variety of machine tools such as: lathes, milling machines, surface grinders, and Computer Numerical Control (CNC) machines. Students will also spend time on design software including: CAM and CAD.

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

Award Title	Approximate Hours	Award
Production Machine Tender	432	Certificate
Machine Set-up Operator	864	Certificate
General Machinist	1728	Diploma
Machinist I	2160	Diploma

Program Cost (approximately): $7,259.00

Machine Tool Technology
Course Outline

Description	Course	Cust. Hrs
Technology Foundations	MSH-050	0 hrs
Orientation	MSH-075	6 hrs
Safety	MSH-080	6 hrs
Blue Print Reading	MSH-100	90 hrs
Shop Theory	MSH-150	200 hrs
Power Saws	MSH-250	30 hrs
Lathe	MSH-300	340 hrs
Milling Machines	MSH-350	340 hrs
Grinders	MSH-400	100 hrs
Heat Treating	MSH-450	10 hrs
Maintenance & Repair	MSH-500	20 hrs
Jigs & Fixtures	MSH-550	40 hrs
Machine Shop Math	MSH-600	90 hrs
Bench Work	MSH-650	64 hrs
CNC Programming & Operation	MSH-700	324 hrs
VMC Operation	MSH-720	180 hrs
Coordinate Measuring Machine	MSH-750	60 hrs
Turning Center	MSH-800	90 hrs
Wire EDM	MSH-850	100 hrs
Sinker EDM	MSH-900	70 hrs
Machinist 1 Diploma		**2160 hrs**

Machine Tool Technology
Cost Sheet

1st Trimester:

Maintenance/Tech & Activity Fees 1,216.00
ToolingU Online Course* 320.00
Calculator* 25.00
Safety Glasses 3.00
Machinist Ready Reference* 31.20
Tools (approximately) 620.00
Total.. $2,215.20
*denotes books/supplies needed for 1st day of class

2nd through 5th Trimester:

Maintenance/Tech & Activity Fees 1,216.00
Total.. $4,864.00

NIMS Testing:

Registration.. 40.00
    Test 1 .... 35.00
    Test 2 .... 35.00
    Test 3 .... 35.00
    Test 4 .... 35.00
Total.. $180.00

Total (approximately)   **$7,259.00**

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Medical Office Assistant

The mission of the Medical Office Assistant program is to provide the students with the knowledge and skills necessary to perform both administrative and clinical services for patients in an acute care setting, medical offices, or laboratory services.

The Medical Office Assistant program prepares students to become members of the healthcare team and obtain employment in healthcare facilities such as physicians' offices, medical clinics, hospitals, and specialty practices, in a variety of positions. The Medical Office Assistant program is 12 months (three trimesters) in length. The curriculum includes administrative and clinical competencies. Clinical experiences include a variety of general and specialty practices. Graduates will be multi-skilled with knowledge of insurance codes, medical billing practices, medical office administrative skills, medication administration, basic patient care, phlebotomy, and electrocardiograph (EKG) skills.

The Medical Office Assistant program allows our graduates to set for five different certifications with National Healthcareer Association (NHA). These certifications will include Medical Administrative Assistant (CMAA); Billing and Coding Specialist (CBCS); Phlebotomy Technician (CPT); EKG Technician (CET);   and Clinical Medical Assistant (CCMA).

Admission Requirements
•   Complete an admission application.
•   Most clinical affiliations require a student to be 18 years of age. Any high school graduate or equivalent under the age of 18 must disclose their age to the Health Sciences Coordinator and agree to special clinical requirements.
•   Furnish additional documents including proof of immunizations, CPR certification (American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers), and a physical examination performed by a licensed physician or practitioner.
•   Provide receipt of payment for a background check and a drug screen authorized by the contract agency used by the TCAT system.
•   Report for orientation upon notification of acceptance.

Award Title	Approximate Hours	Award
Medical Receptionist	432	Certificate
Medical Office Assistant	1296	Diploma

Program Cost (approximately): $6,674.00

Medical Office Assistant
Course Outline

Intro to Med. Assisting	18hrs
Med. Term	40hrs
Insurance	40hrs
Professional Adjustments	30hrs
Administrative Procedures:	
English Review	20hrs
Ten-Key Calculations	18hrs
Excel/Access Spreadsheets	30hrs
Keyboarding	20hrs
Scheduling	40hrs
Office machines/logistics (filing, email, fax, and scanning)	40hrs
Transcription	30hrs
Business Math	30hrs
Business Communication	30hrs
Externship	40hrs
Worker Characteristics	6hrs

* NHA CMAA

Billing & Coding	70hrs

* NHA CBCS

Phlebotomy	Theory	60hrs
	Skills	30hrs
	WBL	30hrs

*Phlebotomy→5 sticks (venous & capillary) before WBL

* NHA CPT

EKG	Theory	30hrs
	Skills	20hrs

* NHA CET

Anatomy & Physiology		96hrs
Patient Care	Theory	70hrs
	Skills	32hrs
First Aid/Triage	Theory	10hrs
	Skills	5hrs
Administration of Medications	Theory	40hrs
	Skills	20hrs
Mental Health		34hrs
Maternity-Child		40hrs
Human Diseases/Pharmacology		100hrs
Work Based Learning		165hrs
Worker Characteristics		12hrs

* NHA CCMA

Medical Office Assistant Diploma   **1296hrs**

Medical Office Assistant
Cost Sheet

Items not purchased through the College but required upon enrollment:

Background Check/Drug Screen 60.00
Physical Examination.. 50.00
Immunizations (TB/ Hep. B/Tetanus/Influenza) 40.00
CPR-BLS for Health Care Provider (through American Heart Association) 40.00-60.00
Total...$180.00-$210.00

1st Term
Maintenance/Tech & Activity Fee (Tuition)* 1,216.00
Books * 390.00
Calculator 10.00
Mandatory Liability Insurance* 15.00
1st Term total.. $1,751.00

2nd Term
Maintenance/Tech & Activity Fee (Tuition)* 1,216.00
Books * 755.00
Required Scrubs and Equipment 345.00
2nd Term Total.. $2,316.00

3rd Term
Maintenance/Tech & Activity Fee (Tuition)* 1,216.00
Books * 510.00
Required Scrubs and Equipment 56.00
3rd Term Total $1,782.00

NHA Testing
CMAA.. 115.00
CBCS 115.00
CPT 115.00
CCMA.. 155.00
CET 115.00
Total... $615.00

Total (approximately) $6,674.00

This list of fees covers the period from September 1, 2016 to August 31, 2017. All book, tool, and supply costs are approximate and are subject to change. The actual time for completion may vary from student to student.

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Practical Nursing

The mission of the Practical Nursing program is to provide the student with the knowledge, skills, and approaches necessary for successful licensure and practice as a responsible, accountable, and informed practical nurse in the community.

The Practical Nursing (PN) program is a twelve month course of study preparing qualified candidates to become competent entry-level Practical Nurses. Practical Nursing education at TCAT-Harriman replicates the reality of nursing practice while preparing students with the knowledge to provide healthcare in a variety of settings. The Practical Nursing program is designed to meet the needs of hospitals, nursing homes, home healthcare agencies, and other medical providers.

Approximately 60% of the program content is presented as formal classroom theory; while the remainder of the training is spent in supervised clinical experiences at local healthcare facilities. This educational framework provides the student the opportunity to obtain the knowledge, skills, and abilities essential to fulfill the requirements to receive a diploma in Practical Nursing, be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and obtain an entry-level practical nursing position.

Admission Requirements
The applicant must first meet the admission requirements of TCAT-Harriman and then meet certain qualifications before being admitted into the Practical Nursing program. The specific qualifications the applicant must met are:
- Complete an admission application
- Submit evidence of high school graduation or equivalency
- Most clinical affiliations require a student nurse to be 18 years of age. Any high school graduate or equivalent under the age of 18 must disclose their age to the Health Sciences Coordinator and agree to special clinical requirements
- Pass the HESI Admissions Exam with a minimum overall score of 70 in Math and 70 in Reading. (A fee of $40.00 is charged for this exam. Test scores are good for two years)
- Submit a minimum of three references for review (preferably work-related)
- Furnish additional documents including proof of immunizations, CPR certification (American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers), and a physical examination performed by a licensed physician or practitioner
- Provide receipt of payment for a background check and a drug screen authorized by the contract agency used by the TCAT system
- Report for orientation upon notification of acceptance.

Award Title	Hours	Award
Nursing Assistant	432	Certificate
Practical Nurse	1296	Diploma

Program Cost (approximately): $6,890.00

Practical Nursing
Course Outline

Description	Course	Cust. Hrs
Vocational Relations	LPN-100	35 hrs
Anatomy & Physiology	LPN-115	95 hrs
Basic Pharmacology	LPN-125	60 hrs
Nursing Principles & Skills	LPN-130	160 hrs
Geriatric Nursing	LPN-180	20 hrs
Geriatric Clinical	LPN-190	60 hrs
Work Ethics	LPN-195	2 hrs
Nutrition	LPN-215	35 hrs
Obstetrics	LPN-220	30 hrs
Medical Surgical Nursing I	LPN-235	70 hrs
Pharmacology I	LPN-245	55 hrs
Mental Health	LPN-260	33 hrs
Clinical	LPN-270	207 hrs
Work Ethics	LPN-275	2 hrs
Pediatrics	LPN-310	38 hrs
Advanced Vocational Relations	LPN-320	20 hrs
Medical Surgical Nursing II	LPN-335	90 hrs
Pharmacology II	LPN-345	75 hrs
Clinical	LPN-350	207 hrs
Work Ethics	LPN-355	2 hrs
Practical Nursing Diploma		**1296 hrs**

Practical Nursing
Cost Sheet

Items not purchased through the College but required upon enrollment:

Background Check/Drug Screen... 60.00
Physical Examination.. 50.00
Immunizations (TB/ Hep. B/Tetanus/Influenza) 40.00
CPR-BLS for Health Care Provider (through American Heart Associatio*n*) 40.00-60.00
Total...$180.00-$210.00

1st Term

      Maintenance/Tech & Activity Fee (Tuition)* 1,216.00
      Special Academic PN Fee* 100.00
      Nurse Pack (possible out of pocket).. 300.00
      Books *.. 685.00
      See Attached Required Scrubs and Equipment List........................... 551.00
      Mandatory Liability Insurance* .... <u>15.00</u>
      1st Term total.. $2,867.00

2nd Term

      Maintenance/Tech & Activity Fee (Tuition)* 1,216.00
      Special Academic PN Fee* 100.00
      Books *.. <u>627.00</u>
      2nd Term Total.. $1,943.00

3rd Term

      Maintenance/Tech & Activity Fee (Tuition)* 1,216.00
      Special Academic PN Fee* 100.00
      Books *.. 40.00
      See Attached Required Scrubs and Equipment List........................... 574.00
      (for graduation and test fees)
      3rd Term Total $1,930.00

      Total.. $6,950.00

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Residential/Commercial/Industrial Electricity

The Residential/Commercial/Industrial Electricity (RCIE) program's mission is to prepare students for the various Industrial Electricity and Residential or Commercial Electrician careers.

The program covers all components of residential and commercial electricity and introduces the students to industrial components, controls and programming. This program was designed to give the student the knowledge and skills needed to safely and efficiently perform the Electrician or electrical maintenance tasks efficiently that are common to local industry. The program length is 1728 hours which a full time student can complete in 16 months (4 trimesters). A graduate with a diploma will have covered in the curriculum: Ohms Law, Circuits, Load Calculations, Blue Print Reading, Codes, Measuring Instruments, Wiring Techniques, Conduit Bending, Alternating Current, Motor Controls- Single Phase and Three Phase, Transformers, Industrial Automation, Fiber Optic and Cooper Cabling, and PLCs.

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

Program Cost (approximately): $6,685.00

Residential/Commercial/Industrial Electricity Course Outline

Description	Course	Cust. Hrs
Electrical Safety & Orientation	RWT-0110	60 hrs
Technology Foundations	RWT-0120	30 hrs
Ohms Law	RWT-0130	60 hrs
Circuits	RWT-0140	90 hrs
Alternating Current	RWT-150	60 hrs
Measuring Instruments	RWT-0160	40 hrs
Trouble Shooting	RWT-170	92 hrs
Conduit Bending	RWT-0210	60 hrs
Blue Print Reading	RWT-0220	60 hrs
Transformers	RWT-0230	120 hrs
Single Phase Motors	RWT-0240	30 hrs
Worker Ethics	RWT-0250	30 hrs
Calculation of Loads	RWT-0260	102 hrs
Over Current Protection	RWT-0270	30 hrs
Wiring Techniques	RWT-0310	352 hrs
Codes	RWT-0320	60 hrs
Solar Photovoltaic	RWT-0410	90 hrs
Industrial Automation	RWT-0420	60 hrs
Fiber Optics	RWT-0430	60 hrs
PLC's	RWT-0440	120 hrs
Three Phase Motors	RWT-0450	30 hrs
Motor Controls	RWT-0460	92 hrs
Residential/Commercial/Industrial Electrician Diploma		**1728 hrs**

Residential/Commercial/Industrial Electricity Cost Sheet

1ST Trimester

    Maintenance/Tech & Activity Fees 1,216.00
    Tools & Supplies (approx.)... 344.00
    Books 269.00
    Safety Glasses 3.00
Total.. $1,832.00

2nd Trimester

    Maintenance/Tech & Activity Fees 1,216.00
    Books 49.00
    Tools & Supplies (approx.)... 240.00
Total.. $1,505.00

3rd Trimester

    Maintenance/Tech & Activity Fees 1,216.00
    Books 216.00
    Tools & Supplies (approx.)... 700.00
Total.. $2,132.00

4th Trimester

    Maintenance/Tech & Activity Fees 1,216.00
Total.. $1,216.00

Total Program Cost (approximately)... $6,685.00

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Welding Technology

The mission of the Welding Technology program is to prepare the student for employment opportunities in the welding technology field.

The Welding Technology program's goal is to provide the student with the technical knowledge and hands-on skills needed for employment as a combination welder in manufacturing, structural, and pipe welding industries. The Welding Technology program is designed to teach individuals welding principles and applications from the introduction to welding through welding various metals and positions in the following processes: Shielded Metal Arc Welding (SMAW); 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-Fuel and Plasma Arc Cutting processes, on equipment set-up, and critical safety training needed to perform in a safe environment. The Welding Technology program is a 1296 hour, 12 month program (three trimesters). The following certificates are available: Welder Helper (60 Hours); Tack Welder (324 hours); Shielded Metal Arc Welder (648 hours); Gas Metal Arc Welder (972 hours). Students may also earn a Combination Welder (1296 hours) diploma.

*The Welding Technology program is offered at the main campus in Harriman as well as the Loudon County Instructional Service Center.

Award Title	Approximate Hours	Award
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

Program Cost (approximately): $4,855.00

Course Outline

Description	Course	Cust. Hrs
Shop Orientation & Safety	WLD-150	18 hrs
Technology Foundations	WLD-160	40 hrs
Cutting Processes	WLD-170	80 hrs
Shielded Metal Arc Basics	WLD-180	186 hrs
Shielded Metal Arc Advanced	WLD-200	324 hrs
Gas Metal Arc Welding	WLD-300	124 hrs
Oxy-Acetylene Welding	WLD-310	100 hrs
Blueprint Theory	WLD-320	100 hrs
Combination Welder (GTAW)	WLD-400	324 hrs
Combination Welder Diploma		**1296 hrs**

Welding Technology
Cost Sheet

1st Trimester:

Maintenance/Tech & Activity Fees 1,216.00
Welding Academic Fee... 100.00
Welding TB*.. 153.00
Welding Workbook*.. 89.00
Welding Blueprint.. 114.00
Tools (approximately).. 551.00
Total.. $2,223.00
*denotes books/supplies needed for 1st day of class

2nd through 3rd Trimester:

Maintenance/Tech & Activity Fees 1,216.00
Welding Academic Fee... 100.00
Total.. $1,316.00

Total (approximately) $4,855.00

Students enrolling in the evening class at the Loudon County Instructional Service Center attend 20 hours a week and register for 288 hours a term. Their approximate length of program is 4.5 terms. Tuition and fees for 288 hours is $1196.00

Total Program Cost for Welding at the Loudon County Instructional Service Center is $5691.00

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Other Training Opportunities

TCAT-Harriman specializes in customized industry 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 Student Services.

Certified QuickBooks User	Bookkeepers can validate their QuickBooks knowledge by becoming an Intuit QuickBooks Certified User (QBCU). TCAT-Harriman is a certified testing center for the QuickBooks Certified User exam.
CPT	TCAT-Harriman is a certified testing center for MSSC's Certified Production Technician (CPT) courses. TCAT-Harriman employees a CPT certified instructor that can help individuals, industry, or local school systems set up and administer the CPT courses. Students who successfully complete the courses can take the certification assessment at the TCAT-Harriman campus.
HESI Admissions Exam (HESI)	The HESI Admissions Exam 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 take this examination. A fee is charged.
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.
MOS	TCAT-Harriman is an authorized testing center for the Microsoft Office Specialist (MOS) exams. Tests in Word, Access, Excel, and PowerPoint are offered.
NHA	TCAT-Harriman is a recognized testing center for the National Healthcareer Association. Students completing healthcare course-work and meeting NHA requirements may set for certification at TCAT-Harriman.
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.

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 related 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's completion and placement rates is provided in the table below. Additional information is available from the Student Services' office. A Plan for Placement Services can be found in the Students Service's Policy and Procedures Manual.

Tennessee College of Applied Technology - Harriman 2018
Completion/Placement Rates for Currently Enrolling Programs

Program Name	Completion Rate	Placement Rate	Licensure Rate
Administrative Office Technology	78%	80%	N/A
Automotive Technology	92%	91%	N/A
Cosmetology	73%	100%	89%
Certified Nursing Assistant	89%	71%	N/A
Diesel Powered Equipment Technology	72%	77%	N/A
Diesel Powered Equipment Technology (Loudon County)	73%	88%	N/A
Industrial Maintenance Technology	95%	89%	N/A
Machine Tool Technology	89%	88%	N/A
Medical Office Assistant	69%	100%	N/A
Practical Nursing	81%	93%	90%
Residential Wiring	88%	93%	N/A
Welding Technology	89%	78%	N/A
Welding Technology (Loudon County)	100%	89%	N/A
College Average	84%	88%	90%

Academic Calendar

Spring Term 2019

January 1 – 2	New Year's Day Holiday
January 3	Spring Term Begins – Registration fees due
January 21	Martin Luther King, Jr. Holiday – No Classes
March 11 – 15	Staff In-Service – No Classes
April 23	Spring Term Ends

Summer Term 2019

May 1	Summer Term Begins – Registration fees due
May 27	Memorial Day Holiday – No Classes
June 25 – July 5	Student Holidays– No Classes
August 22	Summer Term Ends

Fall Term 2019

September 3	Fall Term Begins – Registration fees due
October 14-15	Student Holidays – No Classes
November 27-29	Thanksgiving Holidays – No Classes
December 18	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, Attendance, Academic Progress, Student Records

ADMISSION

Full-time programs:
- Program enrollment is based on a first-come, first-served basis by date of completed application. (A completed application includes all items required for enrollment).
- Persons seeking admission to the college must meet the following criteria:
  - be at least 18 years of age or
  - have a high school diploma, or equivalent.
- The applicant must declare an occupational objective and demonstrate reasonable potential for achieving that objective.
- All persons who are required to register for the Selective Service under 50 U.S.C. App. Section 453 are not eligible to enroll in any post-secondary school until they have registered with selective service.
- All persons must provide proof of immunizations.
- Additional admission requirements exist for the Cosmetology, Medical Office Assistant, and Practical Nursing programs. Refer to program description for details.

Admission procedures:
1) Pick a program of study.
2) Complete an application. It is required that the financial aid application process be initiated at the time application is submitted.
3) Contact your physician and obtain your proof of vaccination letter
   a) Applicants born on or after Jan. 1, 1957, must submit proof of MMR (mumps, measles, rubella) vaccination
   b) Applicants born on or after Jan. 1, 1980, must submit proof of varicella (chicken pox) vaccination
4) Submit an application, required immunizations, and program specific material(s) for any program with special admission requirements.

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

Part-time Training:
The initial admission requirements for the Certified Nursing Assistant program are consistent with those of Tennessee College of Applied Technology-Harriman. The applicant must first meet the admission requirements of TCAT- Harriman and have an objective to gain employment in the healthcare field. In addition, the applicant must meet certain qualifications before being enrolled into the Certified Nursing Assistant program. Due to the short length of the training program and the number of offerings per year, the Certified Nursing Assistant training is operated on a "first come first served basis" once the training calendar has been developed and registration has been opened.

The specific qualifications the applicant must meet for enrollment are:
- Complete an enrollment form.

- Be sixteen (16) years of age (Tennessee Department of Health requirement for all applicants for Certified Nursing Assistant training).
- Furnish additional documents including proof of immunizations, CPR Certification (American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers), and a physical examination performed by a licensed physician or practitioner.
- Provide receipt of payment for a background check and a drug screen authorized by the contract agency used by the TCAT system.
- Report for training upon notification of enrollment.

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 the desired program instructor to determine ability to successfully complete the program
- Both instructors, the Student Services Coordinator, and the President must approve the program transfer and sign the Program Transfer Request form.

If the student's status changes from full-time to part-time due to the program transfer, TCAT-Harriman will follow the policies on refunds and change of status.

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

Consideration will be given to previous training. Training completed in high school, technical institutes, colleges, business and industry, or the military will be evaluated toward completion requirements according to the following:
- Student supplies transcript for instructor evaluation or,
- Student successfully passes competency exam or,
- Student successfully demonstrates skill proficiency to the satisfaction of the instructor.

Students will complete a Credit for Prior Training form. Instructors will evaluate the prior training and complete the form indicating credit granted. Credit will then be applied to the student's TCAT-Harriman transcript.

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 Student Services 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 Student Services.

FEES

Registration Fees

Full-time students, whether Tennessee residents or non-residents, pay maintenance fees, student access fees, and technology access fees as part of TBR's tuition requirements. The Practical Nursing program and Welding program have a $100.00 special academic fee. Students enrolling for less than a full term pay pro-rated fees for the term based upon the current fee schedule. Fees must be paid during registration before students will be added to the program roster. Thereafter, fees must be paid before or on the first day of each subsequent term.

Part-time students are those who are enrolling in industrial training, 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 open registration periods before classes begin. Fees for part-time enrollment can be paid no later than the first day/night of classes.

Fee Schedule

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	$ 188.00	$ 10.00	$ 41.00	$ 239.00
*41-80	254.00	10.00	41.00	305.00
*81-135	383.00	10.00	41.00	434.00
*136-217	666.00	10.00	67.00	743.00
218-340	1076.00	10.00	67.00	1,1153.00
341-432	1,204.00	10.00	67.00	1,281.00

Payment of Fees

Fees may be paid with financial aid, cash, check, credit card, or direct bill to a third-party agency, provided appropriate documentation has been issued to Student Services. Workforce Investment Act (WIOA), 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.

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, the 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.

Fee Waivers

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 whose parent died as a direct result of injuries received while serving in the Armed Forces may be eligible for a fee waiver, please see the College's Veterans Certifying Official for more details.

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 24 whose parent is employed by the TBR or UT system.

A maintenance fee discount of 25% will be given to dependent children under the age of 24 whose parent is employed as a full-time state employee or certified teacher in a Tennessee public school or whose parent is a retired state employee. 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 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 day/night of class. Items purchased through the TCAT-Harriman Bookstore are non-refundable. Refund checks are mailed directly to the student; please allow 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.

Refunds are processed automatically without student's request; however, students are encouraged to work with Student Services and complete an Exit Interview and Placement Information form. All refunds are processed and issued with 45 days of the last day of attendance or within 45 days of the first day of class for students who drop or withdraw prior to the first day of class.

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.*
. To request a change of enrollment status, follow these steps:

1. Students should discuss the possibility of changing status with the program instructor. If in agreement, the program instructor and student complete a Part-time Enrollment form.
2. Student then brings the Part-time Enrollment 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 the student will sign the Part-time Enrollment Form, and forward it to the President for final approval.

ATTENDANCE

The nature of the programs at Tennessee College of Applied Technology-Harriman is such that it is necessary for every student to attend regularly. TCAT-Harriman adheres to an attendance policy that is subject to disciplinary action as well as adverse effect on the students' worker characteristic

grades. Students are expected to maintain satisfactory attendance and progress in an appropriate manner toward their educational objectives.

THERE ARE NO EXCUSED ABSENCES; ALL ABSENCES ARE UNEXCUSED.

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

When the student has been absent in excess of 9.7% of the scheduled hours of attendance for a term (42 hours for full-time students), the student will be subject to **suspension from school. Financial aid can be impacted by student absenteeism and a suspension will result in the loss of any future financial aid.** In individual cases of extenuating circumstances that can be fully documented, the President has the authority to override the TCAT attendance policy.

Any student suspended for excessive absences who wishes to be readmitted must give reasonable assurance, acceptable by the President, that the original causes for the problem have been corrected. The **request for readmission** should include the following:

- A letter addressed to the President fully explaining the circumstances surrounding the absenteeism with supporting documentation attached.
- A statement of grades in relation to the educational goal (how are you doing and when do you expect to graduate with a diploma or certificate?).
- A plan for correcting the problem and preventing reoccurrence (how are you going to effectively manage your time?).

Tardies
The student will be considered tardy if not in the 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. Tardies are recorded in 30-minute increments. Therefore, a student who is 10 minutes tardy will be recorded as being 30 minutes tardy.

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 President

Students registered part-time will have pro-rated absence hours.

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 President					4 = Warning 5 = Probation 6 = Referral to President					3 = Warning 4 = Probation 5 = Referral to President			

It is the student's responsibility to notify program instructors of any absence prior to the time of reporting to class. Students failing to attend classes for three consecutive days without notification of absences will be **terminated** regardless of the number of hours missed up to that time.

Academic Progress

Student's progress is documented twice each term. Student evaluations are accumulated and recorded on a Trainee Progress Report. Mid-term and end of the term progress including; theory; skill, and worker characteristics is documented and signed by both the student and the instructor. The instructor will provide program specific evaluation criteria.

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. The student 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 President 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
A=94-100
B=87-93
C=80-86
D=70-79 Unsatisfactory Academic Progress
F=0-69 Unsatisfactory Academic Progress

Transcript codes are as follows:
P = Pass   S = Satisfactory
I = Incomplete   F = Failed
C = Continued   U = Unsatisfactory

Probation

Students may be placed on probation for grades if averages for mid-term progress are unsatisfactory. The student will continue probation until the end of the current term. If grade(s) remain unsatisfactory at the end of the term the student is considered failing.

     Exception: T**here is no probationary period for theory courses in Practical Nursing**

Certificate and Diploma Completion Requirements

Satisfactory completion may be achieved by demonstrating proficiency based on occupational entry 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 program of study. Students will be awarded the highest certificate or diploma earned, based on achievement and proficiency in their area of training, and not on the basis of time spent in training.

Procedure for Exiting

Students should talk with the program instructor before terminating training. If the student is exiting prior to obtaining a certificate or diploma, he/she should schedule an appointment with the Student Services Coordinator. The students will be given information regarding transcripts, graduation, job placement, and follow-up. The student 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 programs and services provided.

Student Records

Academic and attendance records are maintained in Student Services. The College uses a computerized student records system called SIMS to archive registration, enrollment, grades, attendance, and other general information for all students.

Transcripts and Records

Upon written request (if all obligations to the College are met), a transcript of completed training will be issued. 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, the student should allow a minimum of two business days for issuance of the transcript.

Enrollment Verifications

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

Student Record Information Changes

Changes in address, phone numbers, etc., can be reported by completing a Change of Personal Data form available in the Student Services' office. It is the student's responsibility to make sure his/her information is up-to-date in the Student Service's 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 (FERPA) 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:

- Students have the right to inspect and review education records by submitting a written request to the Student Services Coordinator. Within 30 days of the request, the student will be notified as to the date and time when the student's records can be inspected.

- Students may request any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the 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, the student will be notified of the student's rights to a hearing. Additional information regarding hearing procedures will be provided to the student at that time.
- Tennessee College of Applied Technology-Harriman will obtain the student's written consent before disclosing personally identifiable information about the student from the student's 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.
- Students 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 nonresident 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:
https://tn.gov/tbi/topic/sex-offender-registry-search

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 and Regulations

The rules and guidelines contained in this publication apply equally to all students. Faculty administers 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 also has the authority to assign an "F" or "0" for the exercise or examination or to assign an "F" in the course. If the student believes he or she has been erroneously accused of academic misconduct resulting in the lowering of his or her final grade, the student may appeal the case through the appropriate procedures.

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.

Technology Orientation

Orientation to technology is provided by each program instructor during program orientation beginning the first day of enrollment. Technical support is available to any student who requires additional assistance through Technology Foundations and the Learning Center Specialist. TCAT-Harriman offers access to computer labs and free internet access for personal devices. Students

must read and abide by the Acceptable Use Policy in order to use devices and services supplied by the College.

Acceptable Use Policy
In conjunction with TBR's IT Acceptable Uses 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 College 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.

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.

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 owned or leased by TCAT-Harriman.

Policy:

General Use and Ownership

1. While TCAT-Harriman's network administration desires to provide a reasonable level of privacy, users should be aware data created on the school systems remains the property of Tennessee Board of Regents. Because of the need to protect TCAT-Harriman's network, the College cannot guarantee the confidentiality of information stored or created on any network device belonging to TCAT-Harriman. However, encrypted data containing student information created by employees and placed in the Student Information Management System (SIMS) is protected.
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. TCAT-Harriman reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

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 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.

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 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, cell phone, or other social media forums whether through language, frequency, or types 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 or webpage 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).
8. Sending pictures across email, cell phones, or other social media forums without proper authorization.

Blogging

1. Blogging by employees or 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 blogging.
3. Employees or 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 or 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 or students may also not attribute personal statements, opinions, or beliefs to TCAT-Harriman when blogging. If an employee or student is expressing his or her beliefs and/or opinions in blogs, the employee or student may not, expressly or implicitly, represent themselves as an employee or 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.

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.

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.

Enforcement:

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

Personal Devices

During class hours, the use of cellular phones is strictly prohibited. Cellular phones must either be turned off or switched to a silent mode. Students are only allowed to use these devices during lunch or other authorized break times. In the event the personal device could be used as a tool to support the learning environment, the instructor may override this policy and grant permission for the personal device to be turned on during instructional hours. Personal devices are not limited to cell phones. Other personal devices (such as: tablets, iPads, personal laptops, etc.) when used for educational purposes are encouraged as long as the instructor does not deem them a disruption.

If cell phone use is needed for the day due to extenuating circumstances, the student should notify the instructor at the beginning of the day. Tennessee College of Applied Technology-Harriman will contact a student in the event the College is notified of a personal emergency. Each program has a telephone available for emergency purposes. It is requested the student instruct his or her family and friends to refrain from calling during instructional hours, except for emergencies.

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.

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 or 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.

Operations and Maintenance
Recycling 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 the student's responsibility to use these receptacles and dispose of waste appropriately. The students are required to keep a clean and safe working environment; therefore, each program practices shop, laboratory, and classroom clean-up. The facilities, equipment, and grounds are maintained through TCAT-Harriman employees, contractual agreements, and live work projects according to the Operation and Maintenance Plan.

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 the instructional area.

Parking and Traffic Rules
The responsibilities and duties of the drivers of motor vehicles on campus include, but are not limited to:
1. Observing the maximum speed of 15 mph limit posed on campus;
2. Obeying all traffic signs;
3. Yielding right of way to all pedestrians at all times;
4. Reporting all traffic accidents occurring on campus which involves injury to persons or property to the Student Services Coordinator;
5. Refraining from littering from a vehicle.
6. Parking within the painted lines, markings, or other visible signs used to designate authorized parking areas.

Traffic and parking violations will be issued by the Harriman Police Department in accordance with local laws. Improperly parked vehicles may be towed at the owner's expense.

SPEEDING IS GROUNDS FOR IMMEDIATE SUSPENSION

Smoking or Use of Tobacco
Smoking and the use of tobacco products is only permitted in designated areas. This includes the use of vapor products and smokeless tobacco products.

Student Projects
All student projects (live work) must be approved by the program instructor and be related to the training program. Work order fees must be paid before work can commence. Live work fees are nonrefundable.

Student Appearance

Students should dress for training as he or she would dress for work. Student dress requirements will include proper personal protective equipment (PPE) while practicing skills and/or work based learning activities. Each instructional area has specific requirements for appropriate attire. A orientation is conducted for each program, on the first day, of class to properly address the program dress code and PPE. Questions regarding appropriate dress and PPE prior to the first day of class can be answered through Student Services.

Student Conduct

TCAT-Harriman policies on student conduct are congruent with TBR's General Policy on Student Conduct & Disciplinary Sanctions (3:02:00:01). TCAT-Harriman observes a Code of Conduct that is posted throughout the campus. In addition, all program areas require students to follow TCAT-Harriman's *General Expectations for All Instructional Areas*. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs, the learning environment (e.g., offensive language, harassment of students and instructors, repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of electronic or other noise or light emitting devices which disturbs others.

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. Threatening or Disruptive Conduct
2. Hazing
3. Disorderly Conduct
4. Obstruction of or Interference with Institutional Activities or Facilities
5. Misuse of or Damage to Property
6. Theft, Misappropriation, or Unauthorized Sale of Property
7. Misuse of Documents or Identification Cards
8. Firearms and other Dangerous Weapons
9. Explosives, Fireworks, and Flammable materials
10. Alcohol Beverages
11. Drugs
12. Drug Paraphernalia
13. Public Intoxication
14. Gambling
15. Financial Irresponsibility
16. Unacceptable Conduct during Disciplinary Proceedings
17. Failure to Cooperate with Institutional Officials
18. Violation of General Policies
19. Attempts, Aiding and Abetting
20. Violations of State and Federal laws
21. Violation of Imposed Disciplinary Sanctions
22. Sexual Misconduct
23. Harassment or Retaliation

24. Academic Misconduct
25. Unauthorized Duplication or Possession of Keys
26. Litter
27. Pornography
28. Abuse of Computer Resources and Facilities
29. Unauthorized Access to Institutional Facilities and/or Grounds
30. Providing False Information
31. Unauthorized Surveillance
32. Smoking Violations

Disciplinary action may be taken against the student 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.

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 President is authorized, at her discretion, to subsequently convert any sanction, in appropriate cases.

The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates general rules and policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

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 President 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.

Student Grievances
If a resolution cannot be reached through informal discussion, the student shall have five school days following the TCAT President or designee's recommendation to request a hearing before the Grievance Committee. The President or 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 President or 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 President or designee shall request a Grievance Committee to hear the student's appeal within **five** school days. 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 (the complete hearing procedure is outlined below).

The Grievance Committee shall, within **five** school days, present the findings of facts and recommendations to the Tennessee College of Applied Technology President or designee. Within five school days of receipt of the committee's findings and recommendations, the President or designee shall render a final decision.

Grievance Procedure
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 non-grievable matter unless there has been a violation of institutional policy. In these instances, due process shall be provided in accordance with Guidelines herein.

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 President within **five** school days of the hearing.
9. The President 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 or report violations of state law not resolved at the institution level may submit a student complaint to the Tennessee Board of Regents through the TBR complaint process.

Complaints regarding accreditation can be made by contacting the Council on Occupational Education. 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.

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.

Health and Safety

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 his or her condition on the Medical Record form at the time of enrollment. An emergency contact person should also be listed on this form. Medical information is gathered for safety issues only and does not constitute a request for ADA accommodation. If the student is in need of accommodations or accessibility assistance due to a disability, please contact the Student Services Coordinator.

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 in the front office. Students not wearing a badge

will be sent to purchase a new badge; more than one offense could result in the student being sent home for the day.

If an individual comes to the College 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 with the receptionist.
   (3) The student will be contacted privately and given the visitor's name.
   (4) The student will then decide whether or not to meet with the individual.

TCAT-Harriman administration 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. If necessary local law enforcement may be called upon for assistance.

SchoolCast

SchoolCast is a rapid alert and notification system enabling 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), and 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 President. School Cast is used for safety drills throughout the school year such as tornado, fire, and lock down drills.

Illness

In the event of a student becoming ill while in school, he/she should immediately inform the program instructor. The instructor should inform an administrator. If serious illness arises administration and the instructor will work with the student, view the Medial Record, and work with a faculty nurse in the Health Science department to determine the severity of the illness. If the student needs to go home, he/she will sign out of class. If the student feels he/she cannot drive or does not have a way home, arrangements will be made to transport the student home. The student will be assisted with arrangements for a non-emergency transport to a medical facility if needed. **If at any time during the assessment the situation is deemed to be an emergency "911" will be called.**

Accidents

In the event of an accident, the instructor should immediately administer first aid, and then notify an administrator. In the event an instructor is injured, students are instructed to notify the nearest faculty or staff member. If an ambulance is needed, a designated person will call "911".

First Aid Kits, Emergency Spill kits, and Safety Data Sheets (SDS) are available in each program on the main campus and at the Instructional Service Centers. All instructors have basic first aid knowledge. Nursing faculty in the Health Science Department are certified in Basic Life Support for Healthcare Providers and have Automated External Defibrillator (AED) training. The main campus is equipped with 3 AEDs in order for a unit to be within close proximity of all training areas. AEDs are also available at the Instructional Service Centers. Information regarding bloodborne pathogens is covered in each program's safety training.

Once first aid for the illness or accident has been rendered, a Preliminary Accident Report should be filled out by the faculty or staff member who the incident was witnessed by or reported to. Administration will investigate the incident in accordance to the information in the Preliminary Accident Report.

Safety

TCAT-Harriman divides student, employee and campus community safety into two categories; campus safety and program safety. Strict safety precautions will be observed and practiced at all times.

Program Safety

Each instructional area has a safety component that you must pass 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 and passed 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 and other designated personal protective equipment (PPE) according to the program guidelines. **All shops and labs operated under TCAT-Harriman's General Safety Policies (A copy of these policies are posted in all shop and lab areas).**

Disciplinary action will be taken whenever safety rules are violated. Safety is a team effort; All spills, shock hazards, faulty switches, equipment malfunctions, slip or trip hazards, and other safety concerns should be reported immediately. TCAT-Harriman promotes "See Something Say Something" as part of the safety campaign.

Campus Safety

Procedures for students to report criminal actions or other emergencies occurring on campus:
- Call 911 for any criminal action or life-threatening emergencies
- Report immediately to the closest faculty or staff member
- The faculty or staff member will report it immediately to Administration unless Administration is already present

It is vitally important any and all crime be reported either to the College or the local police department. The identity of the victim will be kept strictly confidential and the alleged perpetrator will be given the opportunity to defend him/herself.

Emergency Codes

The following coded signals will be communicated through School Cast in the event of fire, tornado, lockdown, bomb threat, or emergency situations of illness or accidents:

Code Blue-------   Dangerous individual on campus/Lock Down!

Code Yellow----   Bomb Threat

Code Stat--------Help needed in that area.

Code Red-------- Fire

Code Grey-----   Tornado Watch

Areas of Best Interest in the Event of Code Blue (lockdown)

Since danger could enter the campus from any parking lot or program area, a Code Blue can be communicated by any faculty or staff member on campus. Consider any Code Blue life threatening and follow each of the following steps swiftly and without variation.

- All faculty staff and personnel will immediately lock his or her designated work area completely, ALL EXITS! Everyone should be inside the building and move to the safest area of the room (away for doors or windows if possible).

Instructors:

1. When a lockdown occurs, check roll and list who is not in room. Communicate anyone missing to the administrator in charge as soon as possible
2. Forbid students from using cell phones for outgoing calls or text messages. Explain the reason.
3. Do not open interior or exterior doors for anyone until the lockdown has been lifted by proper authorities.

When local authorities arrive, they will communicate to the group when it is okay to use their cell phones and they will determine if and when the students may return to the classroom or if and when the students need to leave campus.

In the Event of Code Yellow (bomb threat)

Once the Administrator has determined we truly are having a threat, Code Yellow will be communicated. When Code Yellow is communicated, all students, faculty, and staff are to evacuate the building immediately! (Please remain calm; maintaining the following rules:)

All students, faculty, and staff should take the most direct <u>outside</u> path to the church parking lot next door.

Instructors please keep your programs together for an attendance check. Communicate anyone missing to the administrator in charge as soon as possible.

Forbid students from using cell phones for outgoing calls or text messages. Explain the reason.

When local authorities arrive, they will communicate to the group when it is O.K. to use their cell phones and they will determine if and when the students may return to the classroom, use their vehicle to leave, or if student need to contact alternate transportation home.

In the Event of Code Red (Fire)

All students, faculty, and staff are to evacuate the building immediately! (Please reference fire evacuation routes posted near all exterior exits.)

All students, faculty, and staff should report to the following outside areas on campus in order to conduct a head count:

1. Automotive Technology, Diesel Power Equipment Technology, Technology Foundations and Practical Nursing should exit the lower building and move to the most southwest point of the parking lot.

2. Administrative Office Technology, Student Services, Administration, and Staff should exit the main building and move to the most southeast point of the parking lot.
3. Industrial Maintenance Technology and Machine Tool Technology should exit the upper building and move to the upper west area of the parking lot.
4. Cosmetology and Welding should exit the upper building and move to the upper northeast corner of campus (grassy area just beyond the parking lot).

A designated member of administration will circle the campus property and coordinate a full head count.

Emergency Escape Routes are posted throughout the main campus and both Instructional Service Centers. Program orientations will include familiarizing new students with emergency exits and routes for each program area.

Fire Extinguishers are located throughout the main campus and both Instructional Service Centers. Program orientations will include familiarizing new students familiarizing them with fire extinguisher locations and use.

<p align="center">**Code Grey (Tornado Warning):**</p>

In the event of a tornado warning becoming close enough for the administrator to communicate Code Black (Tornado Watch), all faculty, staff, and students should report to their designated areas until further notification.

<p align="center">**Areas of Best Interest During Code Black (Tornado):**</p>

In the event of a tornado warning close enough for the administrator to communicate Code Black, all faculty, staff, and students should report to the following designated areas until further notification.

- Administrative Offices-the bookstore
- Automotive Technology- Hallway between Diesel and Auto
- Administrative Office Technology-Bathrooms across from Student Services
- Certified Nursing Assistant- Bathrooms and Bathroom hallway in the Practical Nursing area
- Cosmetology- Tech. Foundations classroom
- Diesel Power Equipment Technology:-Hallway between Diesel and Auto
- Industrial Maintenance Technology- Industrial Maintenance's hallway and bathroom
- Machine Tool Technology-Classroom hallway (pull classroom door shut)
- Medical Office Assistant- Bathrooms and Bathroom hallway in the Practical Nursing area
- Practical Nursing-Bathrooms and Bathroom hallway in the Practical Nursing area
- Student Services-The vault in Student Services office
- Technology Foundations- Bathrooms and Bathroom hallway in the Practical Nursing area
- Welding-Welding bathroom and storage room

The Instructional Service Centers will follow the same emergency procedures, however, locations for safety are different on those campuses. Please refer to the Plan for Health and Safety of Students, Employees, and Campus Community for each Instructional Service Center (shared during each program orientation) for exact locations.

Dealing with Emergencies on Campus
1. Statements or information will be given by the President or in her absence or being incapacitated will be given by the Assistant Director.
2. The President or Assistant Director will communicate with law enforcement officials.
3. The President or Assistant Director will deal with all media contacts. There shall be no media statements given by any other faculty or staff.

Emergency Contacts
Police, Fire, Ambulance   911
Police (non-emergency)   Harriman campus   (865) 882-3383
Police (non-emergency) Loudon County Instructional Service Center   (865) 986-2005

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)

Crimes Reported
2016   0 Crime
2015   0 Crime
2014   0 Crime

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.

Services

Bookstore

The campus bookstore, located in the Administration Building, is open during instructional hours. Students using authorizations from WIOA, TAA, Vocational Rehabilitation, or any agency outside the college must use the College's bookstore. The College is not allowed to refund any money for books or supplies. The College will stock textbooks, computer training access codes, testing access codes and some tools/kits for sale to students. Some test codes, computer access codes, and specialized training kits must be purchased through the bookstore; however, students are not required to buy textbooks, tools, and general supplies from the College. Students may purchase textbooks, tools, and general supplies from any vendor.

Vending Area

A vending area is provided for the convenience of students and faculty for breaks and lunch periods. The vending machines are operated solely by the Tennessee Business Enterprises for the Blind. However, students should contact receptionist if a machine is not operating correctly. As with all other areas of the College, students are expected to maintain cleanliness in the vending/break room area. Food and drink classroom policies are determined by the program instructor.

Lost and Found

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

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. He or she will be directed to treatment centers in the local area.

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	**First Offense**: 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 **Second Offense**: 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	5 kgs or more mixture	**First Offense**: 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. **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. **2 or More Prior Offenses:** Life imprisonment
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	**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. **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		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	**First Offense**: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense**: Not more 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	**First Offense**: Not more than 3 years. Fine not more than		

Flunitrazepam (Schedule IV)	Less than 30 mgs	$250,000 if an individual, $1 million if not an individual. **Second Offense**: Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.
All Schedule V drugs	Any amount	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 2 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	☐ 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	☐ 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	☐ 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	☐ 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	☐ 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	☐ 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	☐ Not more than 5 years ☐ Fine not more than $250,000, $1 million other than individual	☐ 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

Financial Aid

The Federal and State Financial Aid programs believe that an independent student has the primary responsibility to finance his/her education, or that a dependent student's parents have the responsibility. This financial determination is made using a federal calculation that generates an "expected family contribution" (EFC) from the data entered into the FAFSA. Using the EFC, the Student Services department will generate a financial aid award letter indicating award amounts from all funding sources.

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 academic progress and attendance (as indicated in this Handbook).
- Must possess a high school diploma or HSE.
- 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 a Title IV aid refund.
- 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.

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.

Tennessee Promise/Tennessee Reconnect:
Last dollar scholarship programs for eligible Tennessee residents administered by the Tennessee Student Assistance Corporation.

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 re-employed. 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.

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 Opportunity Act (WIOA)
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 WIOA 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).

Applying for and Awarding of Federal and State Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA). Students' completed FAFSA and electronic signatures must be submitted online at www.fafsa.gov.

- The Department of Education will automatically transmit the student's 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 the student of any possible award(s) he or she may receive.
- If required, Student Services will send the student additional paperwork to complete, as well as information concerning documentation the student may need to provide. When all paperwork is completed by Student Services, the student will receive a Financial Aid Award Letter for his or her records. The student's letter will include award amounts by term from all funding sources. If the student is seeking additional funding from other agencies (WIOA, Vocational Rehabilitation) the student may need to provide those agencies with a copy of the Financial Aid Award Letter.
- During the student's first enrollment term, the Financial Aid Award Letter may be adjusted to reflect actual enrollment hours.
- The student must reapply for financial aid annually.

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
The student may receive Title IV Financial Aid (Pell, FSEOG, FWS) until he or she has been enrolled for 100% of the published length of the program.

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" (FAFSA). 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, Student Services 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.

Satisfactory Academic Progress and Attendance for Federal Financial Aid
Satisfactory Academic Progress (SAP)

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

Satisfactory progress will be evaluated at the expected end of a student's payment period. If the student fails to make satisfactory academic progress the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory academic progress for the next payment period, financial aid will be suspended. There is no appeals process for financial aid satisfactory progress. In order to reestablish financial aid, a student must make satisfactory academic progress at the next evaluation date.

Remedial Courses: Any courses considered "remedial" are included in the student's normal program of study and are included in the students SAP calculation.

Program Changes: Changes in program will not affect SAP because a student will then have a new program length and new payment periods.

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

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

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

Withdrawals: Will not impact a student's SAP unless they return within 180 days.

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

Re-entry After 180 days and Transfer Students: Generally, TCAT-Harriman calculates new payment periods for a clock hour program for a student who withdraws and then re-enters the same program at the same institution after 180 days, or a student who withdraws from a program and then enrolls in a new program at the same institution, or at another institution within any time period.

Maximum Time Frame: This is for maximum timeframe only; cannot pay more than 100% of student's program length. Students may continue to receive Title IV Financial Aid and State Aid at the pace of 75% or greater until they have been enrolled 133.3% of their scheduled hours.

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

Notification: Students will be notified of any evaluations that impact eligibility of Title IV aid. **Note: Students receiving the Wilder-Naifeh Technical Skills Grant may not appeal unsatisfactory progress.**

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 re-instatement process with the President. 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 scheduled hours.

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 for an entire term. Doing so will result in the loss of Wilder-Naifeh Technical Skills Grant. Eligibility also ceases when a student receives the highest level 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 President and may be composed of, but not limited to, the following: two faculty members, two students, one administrator, and one support staff. An alternate will be designated for any IRP member who is personally involved in a particular case or is otherwise unable to attend. No eligible institution official rendering the 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.

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.

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 President 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 re-examine the 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.

<u>Student Responsibilities</u>
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.

<u>Financial Aid Drug Policy</u>
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

<u>Privacy Policy – Gramm-Leach-Bliley Act</u>
The College collects nonpublic personal information on students from the following sources:
- Information we receive from 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
TCAT-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 or activities. TCAT-Harriman is a TBR/EEO/AA/ADA Institution.

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 President of the school.

Limited English Proficiency
AVAZA Language Services Corp. has partnered with TCAT-Harriman to provide LEP students with appropriate services; as well, TCAT-Harriman staff can utilize Google Translate on tablets and computers.

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@tcatharriman.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@tcatharriman.edu, http://www/tcatharriman.edu/sex-discrimination-harassmentand-assault-tcat-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.tcatharriman.edu.

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