

## **STUDENT NOTIFICATION OF RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Students of 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 the regulations provide that:

- ✦ A student has a right to inspect and review their educational records by submitting a written request to the Student Records Clerk. Within 30 days of the request, the Student Records Clerk will notify the student of the date and time when the records can be inspected.
- ✦ A student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the school official responsible for the record and clearly specify why it is inaccurate or misleading. If the school decides not to amend the record, the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.
- ✦ Tennessee College of Applied Technology - Harriman will obtain the student's written consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. A school official is a person employed by the institution in an administrative, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board, or a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.
- ✦ If a student wishes to authorize the release of records to other individuals, the student must complete the "Authorization to Release Information" form, available in the Student Records Office. For security purposes, photo identification will be required in order to complete this form.
- ✦ Directory information such as name, address, date of birth, telephone listing, course of study, dates of attendance, awards earned, etc. may be disclosed unless the student submits a written request that such information not be disclosed. If a student wishes to restrict the release of directory information to outside agencies and schools, a "Confidentiality of Records" form must be completed and submitted to the Student Records Office.
- ✦ A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. Contact information is provided below:

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

### **Campus Security**

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

- Under emergency situations, dial 911 from the closest telephone.

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

**Access to Tennessee College of Applied Technology - Harriman Facilities** The

TCAT-Harriman office and campus is open as follows:

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

Excluding holidays, in-service days, and school breaks

**Crimes Reported**

**2015** No crime reported

**2014** No crime reported

**2013** One simple assault, one burglary, one theft from a building

**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 Reporting Agency 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, in a manner that is timely and will aid in the prevention of similar crimes, 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. TCAT-Harriman complies with the Violence Against Women Reauthorization Act. **The Annual Security Report is available on the web site.**

**Notice of Availability of Financial Aid Information**

For assistance in filing for financial aid, please contact the Student Services Office (865)882-6703. The following types of assistance are available: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant,

Tennessee Student Assistance Award, Federal Work Study, and the Wilder-Naifeh Technical Skills Grant (Lottery). In addition, you may independently contact local agencies for financial support such as, the Tennessee Department of Human Services Rehabilitation Division, the Tennessee Career Center for assistance through the Workforce Investment Act, or the Veterans Administration for Veteran's Educational Assistance.

#### **Financial Aid Drug Policy**

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

#### **Possession of a Controlled Substance**

First Offense

Second Offense

Third Offense

#### **Sale of a Controlled Substance**

First Offense

Second Offense

#### **Ineligibility Period**

1 year

2 years

Indefinite

#### **Ineligibility Period**

2 years

Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if: A. The student satisfactorily completes a drug rehabilitation program that:

a. Complies with the criteria prescribed in the federal regulations; and

b. Includes two unannounced drug tests;

B. The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or C. The conviction is reversed, set aside, or otherwise rendered nugatory.

#### **Refund Policy**

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

#### **Eligibility for Refund:**

Changes in a full-time student's schedule which results in a reclassification to a part-time student  
Change in a part-time student's schedule which results in fewer hours

Voluntary withdrawal

Cancellation of a class by the Center

Death of the student

#### **Calculation of Refund:**

Full refund 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 refund:

- A 75% refund of maintenance fees will be allowed if a student withdraws within the first 10% of the instructional hours
- A 50% refund of the maintenance fees will be allowed if a student withdraws within the first 20% of the instructional hours

- No refund will be granted after 20% of the instructional hours have been completed

#### **Articulation Agreement for College Credit**

TCAT-Harriman presently has an articulation agreement with Roane State Community College for diploma-level graduates to receive elective college credit toward an Associate of Applied Science degree. Please contact the Articulation and Advising Department at Roane State for more information.

#### **Tennessee College of Applied Technology**

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the college may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filing out the form electronically at <http://www.tbr.edu/contact/StudentComplaintForm.aspx>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350 ([www.council.org](http://www.council.org)).

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