

# TCAT Hohenwald Student Handbook

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Dear Newly Enrolling Student,

We are pleased to welcome you to campus on behalf of the Tennessee Board of Regents and the Tennessee College of Applied Technology - Hohenwald! We are delighted you have chosen TCAT Hohenwald as your college.

Today marks the beginning of a journey of self-investment where you will set goals to learn the necessary technical skills and competencies in the career field you have chosen to become a highly skilled and trained technical professional. Within a trimester, you will be amazed how much you have learned, and will begin to build on your knowledge base to continue in the pursuit of your educational accomplishments. Along the way, you will be surprised to see how your investment will eventually take shape and unfold, as you near achieving your career goals.

Just by enrolling today, you are ahead of the game! You are taking the initiative and time necessary to take charge of your life and train in a career field of interest. Let me encourage you in your educational endeavor! The “road” may not be easy on the start, but do not give up! Be determined! Set your mind on the journey to success. Set benchmarks along the way, never failing to recognize your strides toward your career dreams. Let your motto be: “Begin with the End in Mind!” The end being your graduation day!

Much to your advantage, we have assembled a professional and devoted faculty and staff who are anxiously waiting to assist you in reaching your career goals. Our instructors, who are experts in their respective fields, are committed to providing you with a technical education of instruction from a well-designed industry-based curriculum utilizing state of the art equipment as defined by business and industry in our area. The educational rewards reaped from training will be largely determined by you. The effort you apply determines the education rewards you receive! Your technical education can offer you the assurance of a new, successful career and way of life.

It is my sincere desire you capitalize on every opportunity Tennessee College of Applied Technology Hohenwald affords you and as a result, you will reap a full reward in a prosperous career from your investment in your education. We are happy to assist you in meeting your career goals!

Sincerely,



Kelli Kea-Carroll, President  
Tennessee College of Applied Technology - Hohenwald

813 West Main Street, Hohenwald, TN 38462  
(931) 796-5351

Instructional Service Centers

103 J V Mangubat Drive, Waynesboro, TN 38485  
100 Hannon Drive, Lawrenceburg, TN 38464  
108 Public Square North, Waynesboro, TN 38485

100 Saturn Parkway, Spring Hill, TN 37174  
501 Gray Lane, Mt. Pleasant, TN 38474  
9637 Highway 412 West, Linden, TN 37096

# Tennessee College of Applied Technology

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

To enhance the quality of life of:

- The individual Tennessee citizen
- The Tennessee family
- The local community

## **Tennessee Colleges of Applied Technology Mission Statement**

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

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

## **TCAT PURPOSE AND OBJECTIVE**

The goal of the Tennessee College of Applied Technology is to provide technical training to students to meet the occupational needs of employers in our community. Recognizing that all people do not have the same background, abilities, or desires and cannot be fitted into the same mold, the objective of the Tennessee College of Applied Technology is that each student be treated as an individual. Individualized instruction is utilized to the maximum in most programs. Our school policy provides that a student may enter a program when a vacancy occurs, start training at his/her own level, and progress at his/her own rate to the level desired within the limitations of the

## Student Handbook

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school. Individualized instruction provides the student with the highest quality instruction possible in the occupational area of his/her choosing.

The objective is further subscribed to that the mere development of specific skills and knowledge in an individual is not sufficient. Desirable worker characteristics are emphasized to instill character development, good work habits, reliability, honesty, and respect for authority needed for a productive society.

The primary purpose of the Tennessee College of Applied Technology is to more adequately meet the occupational and technical training needs of citizens and residents of this geographic area including employees of existing or prospective industries and businesses of the State.

The College fulfills this mission by providing instructional programs to train or retrain persons for employment. Programs are designed to update existing skills and increase knowledge of workers already employed.

### **GOVERNANCE**

The Tennessee College of Applied Technology is one of the institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system that is comprised of thirteen community colleges and twenty-six Tennessee colleges. The Tennessee Board of Regents system enrolls more than eighty percent of all Tennessee students attending public institutions of higher education.

### **OUR HISTORY**

Construction of the Hohenwald State Area Vocational-Technical School began in the Fall of 1965. The school opened classes February 14, 1967, with offerings in four instructional areas. The College currently offers full-time preparatory training in thirteen instructional areas and part-time, secondary, or supplementary training.

In 1994, the Tennessee Legislature, realizing the Vo-Tech schools were becoming more technical, passed legislation changing our school's name to the Tennessee Technology Center to better reflect the school's mission.

The Tennessee Technology Center system, statewide, was part of a plan and commitment of the 1993 Ninety-ninth General Assembly to improve institutions of higher education. Appropriations for the renovation and construction projects for each of the Technology College's campuses

## Tennessee College of Applied Technology

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passed the Tennessee Legislature by a unanimous vote. The Tennessee Technology Center at Hohenwald received approximately two million dollars for the renovation of existing facilities, additional construction of 13,000 square feet of space and acquisition of the latest state of the art technology and equipment for each training program. The Tennessee Technology Center held Groundbreaking Ceremonies on April 30, 1997; the project was completed approximately two years later. TCAT Hohenwald held Open House on June 14, 1999 in celebration of the newly renovated and constructed campus.

Additionally, in response to demand and the changing workforce, the Tennessee Technology Center added the training programs of Computer Operations Technology and Surgical Technology to the training opportunities available at the school. Computer Operations Technology admitted the first students on August 31, 1998; the inception of Surgical Technology students began January 4, 1999. In October 2000, the Tennessee Technology Center added the Electro-Mechanical Program to its venue of offering.

Effective January 1, 2005, the Tennessee Board of Regents approved the change of the Tennessee Technology system from quarters to trimesters. The system chose to continue the earning of clock hours as a means of academic credits. The Tennessee Technology Center added Early Childhood Education as an educational program on the main campus in October of 2006.

Due to the growing demand for technical training, in September 2006, the Tennessee Board of Regents authorized the expansion of the Tennessee Technology Center to the Maury County area to offer the programs of Automotive Technology, Cosmetology, and Machine Tool Technology. The expansion effort is a partnership between TTC Hohenwald and the Maury County School System. The off-campus sites opened January 29, 2007, as an Instructional Service Center.

In early 2007, the local GM/Saturn plant announced a mass lay-off of employees and suppliers alike. From that mass lay-off, Tennessee College of Applied Technology gained Tennessee Board of Regents approval in October of 2007 and opened two Industrial Service Centers. The South Central Career Center Instructional Service Center offered Practical Nursing and Business Systems Technology and the Spring Hill Instructional Service Center offered Electronics Technology and Computer Operations Technology. The accrediting body, Council on Occupational Education, granted initial approval of both sites. After much recruitment for all programs, only Practical Nursing materialized, and only for a period of one year. The Spring Hill Instructional Service Center was closed in early 2008, and shortly followed thereafter with the closing of the Career Center Instructional Service Center.

Another county within the Tennessee Technology Center service area began to experience drastic plant closures in 2008, which was Perry County. Perry County made national news with an alarming unemployment rate of almost 35%. In reaction to the area plant closings, Tennessee

## Student Handbook

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Technology Center proposed the following programs, which were approved by the Tennessee Board of Regents: Practical Nursing, Industrial Maintenance, Electronics Technology, CNA, and Business Systems Technology. The demand of education for the training and retraining of the workers became very evident; however, the only program which actually sustained the necessary number of students for implementation was Practical Nursing. The Tennessee Technology Center began the equivalent of two classes of Practical Nursing education in the fall of 2008. The site gained initial approval as an Instructional Service Center shortly thereafter and sustained final approval in 2009. The Practical Nursing class continued to be offered at the Perry County site in the fall of 2009.

The year 2010 brought further expansion of the Tennessee Technology Center campus in the Maury County area once again. In the latter part of 2009 the GM/Saturn plant began talks of permanent closure. This closing hit the Tennessee Technology Service area hard, as the GM/Saturn plant employed approximately 1800 people. On January 19, 2010, the Tennessee Technology Center sought Tennessee Board of Regents approval for the implementation of Green Jobs Technology, Automotive Technology, Electronics Technology, Industrial Maintenance and Practical Nursing programs to be located at the GM Northfield Training Center. In February 2010, the institution submitted to the Council on Occupational Education an application for the site designation of Northfield Instructional Service Center. The initial approval was granted and the site became operational with the offerings of Automotive Technology and Practical Nursing. The other programs did not sustain adequate numbers for commencement and have been placed on inactive status at present. Green Jobs Technology was the first operational program beginning on February 16, 2010 and Practical Nursing began on March 1, 2010. Automotive Technology was added to the site offerings in summer of 2011.

As the campus experienced continued growth, full utilization of the off-campus classroom sites of the Practical Nursing programs at Maury Regional Medical Center and Wayne Medical Center became necessary; thus, the off-campus sites are designated as Instructional Service Centers with initial Council on Occupational Education approval in May and June of 2010, with final approval granted immediately thereafter.

On July 1, 2013 the Tennessee Technology Centers System was renamed state-wide to the Tennessee Colleges of Applied Technology. The Tennessee Technology Center at Hohenwald was renamed specifically, Tennessee College of Applied Technology – Hohenwald. While the name changed, the mission of the institution remained the same. The new name more accurately reflected the level of post-secondary training provided, as evidenced in 2010, 2011 and 2012 by a Bill and Melinda Gates Study, a Harvard Study and the Complete College Act, as well as disclosed by media coverage in the Chronicle of Higher Education, and the Wall Street Journal. The Technology Colleges, formerly, the Technology Centers, were highlighted

## Tennessee College of Applied Technology

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and received the recognition for continuous and exceptional completion, placement and licensure rates of graduates. The name change marked the progression of a truly advancing technical education system and came to realization as a work of State Representative Harry Brooks and Senator Jim Tracy, who co-sponsored the bill to change the name of the schools. “The Tennessee Colleges of Applied Technology” was introduced as the best naming option to meet the needs of students and the expectations of employers and industry leaders. The bill received unanimous support from the General Assembly, and was signed by Governor Bill Haslam. Both, the Tennessee Board of Regents Chancellor, John Morgan, and Tennessee College Vice Chancellor, James King, were in full support of the renaming of the schools. The Tennessee Colleges are being referred to with a new acronym, the TCATs, due to the name change. The TCATS are charged with continuing the schools’ mission to aid in recruiting industry and furthering economic development initiatives, while assisting students in choosing public institutions and lessening the debt burden of college attendance.

At the June 2014 Tennessee Board of Regents Meeting, the Tennessee College of Applied Technology was approved to add a Digital Graphics Design Program to the technical offerings. The Digital Design Program will be offered in conjunction with Drafting: CAD Technology – opens Summer 2014. In July 2015, the College added another program of study, Welding Technology, as a result of industry demands.

Due to the changing demands of working adults, the Tennessee College of Applied Technology explored the benefits of affording an evening Practical Nursing Program. Given the results, the college proposed the offering to the Tennessee Board of Regents at the September 2014 meeting. The program is anticipated to begin in January 2015, as the college’s newest offering.

In the fall of 2016, the Tennessee College competed for a LEAP 2.0 (Labor Educational Alignment Program) Grant, and as a result, was a recipient of \$951,000. The grant was utilized to implement four off-campus Industrial Maintenance sites in Mt. Pleasant, Lawrenceburg, Linden, and Waynesboro. The sites opened in the Fall of 2017.

The Tennessee College of Applied Technology – Hohenwald serves Lewis and the surrounding area counties of Maury, Hickman, Lawrence, Perry and Wayne. The college provides state-of-the-art technical training programs in areas of Administrative Office Technology, Automotive Technology, Information Systems, Cosmetology, Digital Graphics Design, Drafting & CAD Technology, Electronics Technology, Electro-Mechanical Technology, Industrial Maintenance, Machine Tool Technology, Practical Nursing, Surgical Technology and Welding Technology. Most of the programs are twelve to twenty months in length and are all lottery scholarship eligible and exceptionally affordable. The main campus is located centrally in Hohenwald, with additional campuses in Spring Hill (Northfield), and Waynesboro, Lawrenceburg, Linden, and Mt. Pleasant.

## Student Handbook

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### ACCREDITATION

The Tennessee College of Applied Technology is an accredited higher education institution. An evaluation team, composed of individuals from various parts of southern states, visited the Hohenwald School in February 1972, and made a thorough examination of all facets of the instructional programs. As a result of the finding of this team, on December 13, 1972, the Hohenwald School was accepted as an accredited member of the Commission on Occupational Education. An annual report of the school's progress is made each year for continuing accreditation and every five years the accreditation must be substantiated by another self-study and team visit. The school had a five-year team visit May 1977, July 1982, March 1987, April 1992, September 1998, October 2004, October 2010, and September 2016 was re-accredited each time.

The Tennessee College of Applied Technology is accredited by the Accrediting Commission of the Council on Occupational Education. Address: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; Tel: (770) 396-3898, Toll free (800) 917-2081, FAX (770) 396-3790.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going online and filling out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350, telephone: 1-800-917-2081 ([www.council.org](http://www.council.org)).

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

### ADVISORY COMMITTEES

Advisory committees play an important role in the College by providing information and recommendations that may assist the administrative staff in making decisions favorable to the effective operation of the school. The College also utilizes occupational advisory committees, which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the faculty in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas.

# Tennessee College of Applied Technology

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## **PUBLIC LAW 93-380--PRIVACY RIGHTS ACT**

The Tennessee College of Applied Technology 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 and parents of dependent students as they relate to them and the dissemination of personally identifiable information without the student's consent is limited.

This institution complies with the Privacy Act, PL 93-380, and in doing so protects the confidentiality of any student's record. Information, except Directory Information, from a student's record will not be released to anyone without the written permission of the student. Directory information that may be released without the student's consent is limited to: name, address, telephone number, date and place of birth, program dates of attendance, most recent educational institution attended, and awards received. A student may request that any or all directory information not be released. This request should be submitted in writing to the counselor who is responsible for maintaining student records and it should specify the directory information not to be released.

The institution enacted an identity theft prevention program in December of 2010. The plan is located in the Assistant Director's office.

Students may, upon request to the counselor, have an opportunity to review their personal records. Additional information regarding confidentiality of student records can be found in TBR Guideline S-020, TBR Policy 3:02:03:00. Copies of these documents may be obtained from the counselor.

## **CALENDAR OF OPERATIONS**

Tennessee Colleges operate on a year-round basis, dismissing only for observance of legal holidays, teacher in-service training, trimester breaks, and student vacation days.

Full-time classes are scheduled five days a week, six hours a day from 7:45 a.m. until 2:25 p.m. Full-time evening programs generally are offered from 2:30 p.m. until 9:00 p.m. or scheduled as otherwise needed. Part-time and other evening classes are scheduled according to program training needs; dates and times may vary. Class breaks and lunch schedules are posted on the shop or classroom bulletin boards. Supplemental Evening Training schedules will vary according to local needs. Official College calendars and Supplemental Evening schedules for the current year may be obtained from the Student Services Office. Part-time and Supplemental Classes may be canceled if an adequate number of students do not enroll.



## Student Handbook

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The 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 school, including severe weather, loss of utility services, or orders by federal or state agencies. In the case of severe weather, you will be notified via the RAVE messaging system or tune to **WSMV Channel 4 Snowbird** or **log on to [wsmv.com](http://wsmv.com)**. (This is the only media that is contacted by the school.)

### ADMISSION REQUIREMENTS/PROCEDURES

To meet the minimum age for enrollment in the Tennessee College of Applied Technology a student must be eighteen,\* or be a high school graduate or equivalent recipient. The enrollment of high school students requires special agreement between the Tennessee Board of Regents, the local Board of Education, the College, and/or student as applicable. Steps in filing an application are as follows:

1. Submit an online application at [www.tcathohenwald.edu](http://www.tcathohenwald.edu). Applicants are admitted on a first come, first serve basis.
2. Complete application and turn in required documentation needed for the specific program. (Applicants are contacted by email with notice as to a scheduled date of enrollment.)
3. Discuss primary vocational objectives with the Student Services Office, as needed.
4. Each student enrolling in a full-time program will undergo the Technology Foundations Assessment Program; program requirements may vary. If a student is found deficient in reading, writing, mathematics, or study skills, he or she will attend the College's Technology Foundations program as a part of the instructional day. This highly-individualized activity is designed to assist the student in making satisfactory progress in his/her chosen program.
5. A high school diploma or its equivalency is required for admission in most programs, all students are encouraged to pursue such due to financial aid eligibility and employability.

\*Note: Licensed Practical Nursing, Surgical Technology and Cosmetology have additional admissions requirements. Some programs may require background checks and drug testing.

### **MMR REQUIREMENTS (Effective January 2010)**

The Tennessee Board of Regents has mandated that all TBR schools obtain proof of receipt of the first dose of the MMR vaccine from all full-time students prior to the first day of classes of students' initial trimester at the institution. Subsequently, proof of receipt of the second dose of the MMR vaccine must be obtained from all students who are completing the MMR vaccination series as a condition of enrollment as soon as possible after the proscribed twenty-eight (28) day waiting period between doses. Institutions must obtain students' proof of receipt of the second MMR vaccine dose no later than the first day of classes for any subsequent trimester in which the student seeks to enroll in the institution as a full-time student. Full-time students who receive both doses of the MMR vaccination prior to the beginning of the trimester should provide proof of receipt of both doses before the first day of class of their initial trimester. In no event shall a full-time student be permitted to attend in courses in any subsequent trimester after their first full trimester without providing proof of receipt of both doses of the MMR vaccine.

### **VARICELLA (CHICKEN POX) REQUIREMENTS (Effective July 2011)**

The Tennessee Board of Regents has mandated that all TBR schools obtain proof of receipt of the first dose of the Varicella (chicken pox) vaccine from all new full-time students and all students enrolling in a medical program (i.e. Surgical Technology, Practical Nursing, or Certified Nursing Assistant) prior to the first day of classes of the student's initial trimester at the institution. Subsequently, proof of receipt of the second dose of the Varicella vaccine must be obtained from all students who are completing the Varicella vaccination series as a condition of enrollment as soon as possible after the prescribed twenty-eight (28) day waiting period between doses. Institutions must obtain students' proof of receipt of the second vaccine dose no later than the first day of classes for any subsequent trimester in which the student seeks to enroll in the institution as a full-time student. Students who receive both doses of the Varicella vaccination prior to the beginning of the trimester must provide proof of receipt of both doses before the first day of class in their initial trimester. In no event shall a full-time student be permitted to attend in courses in any subsequent trimester after their first full trimester without providing proof of receipt of both doses of the Varicella vaccine.

### **HIGH SCHOOL STUDENTS**

High school students may attend the Tennessee College of Applied Technology to obtain a technical portion of high school credits and obtain dual enrollment credits and/or hours toward program completion. High school students are enrolled accordingly through a special agreement with a school's Board of Education and/or through Dual Enrollment Grant Applications. High

## Student Handbook

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school students are treated as adults while on campus; however, they are subject to the high school's rules and requirements, as well as those of TCAT-Hohenwald. **High school students may not leave the Tennessee College campus without the prior consent of high school officials and that of the High School Liaison and TCAT-Hohenwald instructor.**

*Note: Program hours completed as a high school student does accumulate toward completion requirements of the program in earning both certificates and diplomas and toward hours requirements of financial aid. Please refer to Completion Requirements, page 21, and Financial Aid, page 41.*

### **FEE ASSESSMENT**

Fees assessed shall be in accordance with the current Fee Schedule approved by the Tennessee Board of Regents. Fee schedules shall be made readily available to students and prospective students through the use of bulletin boards, advertisements and school publications. Changes in fee schedules are most often reflected in the Fall Trimester. The amount of fees assessed to a student should be determined by an individual other than the one who collects the fees. Fees are based upon the range of hours for which the student enrolls. The fee assessment shall be as follows:

A. Regular Students – All students, whether residents or non-residents, shall pay the appropriate fees based upon the number of hours the student is scheduled to attend in the term. Students who enroll concurrently in two or more programs/classes will be assessed fees appropriate to the number of hours scheduled to attend in each program/class.

B. Secondary Students (Public Schools) – The TCAT will negotiate the appropriate fees with each local public school system for secondary students enrolling at the TCAT.

C. Secondary Students (Non-Public Schools) Students enrolled in state-recognized home schools or private schools will be assessed fees in accordance with the current fee schedule.

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

**Effective Fall 2019, the maximum per trimester fee is \$1312.00.**

## **FEE COLLECTIONS**

### **A. Payment of Fees**

Before any student is counted as enrolled, fees must be paid. Maintenance fees may be waived only in accordance with TBR Guideline B-060. After a student has properly completed the enrollment form and has been approved for the courses designated on the form, the amount of applicable fees will be determined according to the fee schedule. Fees shall be paid according to provisions provided in Policy No. 4:01:01:10 with the students being furnished a pre-numbered receipt.

### **B. Depositing of Fees**

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

### **C. Bad Check Collections**

If a student pays his/her fees with a check that is not honored by the bank, he/she will be notified by the person so designated at the TCAT and if the check is not paid in cash within 15 calendar days from the date of notice, that student will be withdrawn from classes. If the student pays the bad check within the allotted time period, he/she will be assessed a return check fee in accordance with TBR Guideline B-60 in addition to his/her fee payment.

**Returned check fee is \$30.**

## **REFUNDS OF MAINTENANCE FEES**

### **A. Eligibility for Refunds**

1. Change in a full-time student's schedule which results in reclassification to a part-time student;
2. Change in a part-time student's schedule which results in a class load of fewer hours;
3. Voluntary withdrawal of the student from the college;
4. Cancellation of a class by the school; or
5. Death of the student.

### **B. Calculation of refunds**

1. Full refund
  - a. 100% of fees will be refunded for classes canceled by the college.
  - b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
  - c. 100% of fees will be refunded in the case of death of the student during the term.
  
2. Partial refunds
  - a. A refund of 75% may be allowed if a program is dropped or student withdraws within the first 10% of the class hours.
  - b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
  - c. No refunds will be permitted after 20% of the class hours have been completed.

### **C. Processing of Refunds**

The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline B-060 and the Council on Occupational Education (COE) standards. Refunds will be processed as follows:

1. Refunds, when due, will be made without requiring a request from the student.
2. Refunds, when due, will be made within 30 days of the last day of attendance when the student has informed the institution in writing prior to withdrawal.

## Tennessee College of Applied Technology

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3. If the student drops out without notice to the institution, the refund will be processed 30 days from the date the institution terminates the student or determines withdrawal by the student. All refunds, however, must be made within 60 days of the student's last day of attendance.
4. Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.
5. An update will be made to the accounting system by the TCAT or Lead Institution with a transaction resulting in the reduction of revenues from the appropriate fee account.

### **OTHER FEE AND CHARGE CONSIDERATIONS**

A. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts and /or fee revenue account.

B. Fees established for general interest classes and activities shall be sufficient to cover the total cost incurred in providing instruction.

C. Agreements with public school systems to provide instruction to secondary students will include a provision to outline the specific fee(s) negotiated with the local school systems.

### **TECHNOLOGY FEES**

Technology fees are charged for participation in part-time and full-time programs. The amount of the technology fee may vary and is available in the Student Services' Office.

**Technology Access Fee is non-refundable.**

### **BOOKS AND SUPPLIES**

Estimates of total training program cost are available in the Student Services Office. The training costs estimates include tuition, books and supplies as required by program. The estimates attempt to be all inclusive; however, students will want to consult with their individual instructors prior to purchasing texts and supplies.

Students enrolling in a Tennessee College of Applied Technology must provide or purchase the following items as required for their chosen area of training:

## Student Handbook

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1. Textbooks, workbooks, paper and pencils.
2. All parts and material used on personal projects.
3. Uniforms, safety glasses and other personal items as required by specific occupational areas.
4. Technology fee.

The Tennessee College of Applied Technology operates a bookstore on campus; bookstore hours may vary according to the classes scheduled. Any textbooks and materials you purchase become your property. The Bookstore is responsible for pricing and availability of books and supplies; prices of books are available in the Bookstore. Bookstore purchases are non-refundable.

### **CANCELLED CLASSES**

Part-time and supplemental classes may be cancelled if an adequate number of students do not enroll.

### **INSTRUCTIONAL FACILITIES**

All instructional programs have adequate classroom and lab and/or shop facilities. Basic Skills, Related Mathematics, and High School Equivalency Preparation have separate labs and classroom facilities. Adult Education is located off campus at the local Tennessee Career Center. Off-campus sites include locations in Lawrenceburg, Linden, Mt. Pleasant, Spring Hill, and Waynesboro, Tennessee.

### **PUBLIC RELATIONS / PUBLICATIONS**

The Tennessee College of Applied Technology is required to maintain an adequate public relation program relevant to the College's publications, such as the catalog, program brochures, news articles, newsletter(s) and /or website. As a result, enrolled students may be pictured or photographed to appear in TCAT publications. By allowing your photograph to be taken, permission is considered as being granted to TCAT Hohenwald for use in publications.

Students may opt for not using their picture by informing photographer or Student Services personnel of objection.

## **MEDIA RESOURCES**

Media resources are available within the individual instructional areas. Media resources may include, but are not limited to periodicals, magazines, journals, reference books, technical manuals, textbooks, audio-visual materials and other related program media materials. An inventory of resources is maintained by the program instructor. Additional media services are available through Technology Foundations and Student Services.

## **ACADEMIC RETENTION AND READMISSION-Policy No. 2:03:01:05**

### **I. Student Attendance**

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

1. A full-time student enrolled for a full term (72 days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
2. When a full-time student enrolls for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.
3. A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline:
  - a. Five (5) tardies - Student will be given a written warning by instructor.
  - b. Six (6) tardies - Student will be placed on probation by the president or the president's designee.
  - c. Seven (7) tardies - Student will be referred to the president, and may be suspended.



## Student Handbook

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

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

### II. Exceptions for Suspension due to Student Attendance

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

### III. Student Progress

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

1. A = 94 – 100

2. B = 87 – 93

3. C = 80 – 86

4. D = 73 – 79

5. F = 0 – 72

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

1. Skill Proficiency

2. Theory/Related Information

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

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

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

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

# Tennessee College of Applied Technology

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## IV. Readmission from Suspension for Grades or Attendance

- A. The president may consider for readmission the applicant who has been suspended.
- B. Criteria that the president will consider in assessing candidacy for readmission are as follows:
  - 1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension, and
  - 2. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

## HOURS OF ABSENCES CHART

For students enrolling full-time, part-time, and full-time enrolled for less than a full term the following chart is descriptive of allowable hours of absence.

Scheduled Hours	Allowable Absences
428-432	42
418-427	41
408-417	40
397-407	39
387-396	38
377-386	37
366-376	36
356-365	35
346-355	34
335-345	33
325-334	32
315-324	31
305-314	30
294-304	29
284-293	28
274-283	27
263-273	26
253-262	25
243-252	24
232-242	23
222-231	22
212-221	21
201-211	20
191-200	19
181-190	18
171-180	17
160-170	16
150-159	15
140-149	14
129-139	13

## Student Handbook

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119-128	12
109-118	11
98-108	10
88-97	9
78-87	8
67-77	7
57-66	6
47-56	5
37-46	4
26-36	3
16-25	2
6-15	1
1-5	0

The Tennessee College of Applied Technology encourages students to maximize the use of “allowable absences” of absence for serious and important matters that may not be dealt with outside school hours, such as illness, accident or unforeseen circumstance. The College does not recognize or allow for “make-up time”; the only exception may be in the case of extenuating circumstances beyond the school or students’ control and requires the agreement of the Instructor, student, and student services office. Proof of circumstance may be required of the student. “Make-up time” due to inclement weather must be approved by the President of TCAT Hohenwald. Students failing to meet attendance requirements are subject to suspension and /or termination from school, as well as financial aid.

### **CHANGE OF STATUS PROCEDURE**

The Tennessee College of Applied Technology may allow a change from full-time status to part-time status within the same term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not limited to, illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or 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 trimester. No change will be made unless the student presents a properly completed Change of Status Form prior to the date of change.**

A change of status could be an increase or decrease in scheduled hours to attend. If approved, the amount of any financial award being received may be adjusted based on the revised scheduled hours for the term. **Change of Status Form may be obtained from Student Services.**

### **LEAVE OF ABSENCE**

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. An 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 the student's immediate family, 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 an unforeseen circumstance prevents the student from doing so.** The student's signed and dated request must include the reason for the request, beginning and ending dates for the leave and supporting documentation. The student will be readmitted as space is available upon the 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 in some cases a Return of Title IV funds calculation may be necessary. **A leave will not be granted for less than 9% of the student's scheduled hours or longer than the scheduled hours remaining in the term at the time of the leave as otherwise specified, directed, or granted by exception (ex. flu season).**

### **TRANSFER/WITHDRAWAL/REPETITION**

Whenever it is deemed that a student is not enrolled in the proper area, the Counselor will work with the student in order to find a more suitable occupational area. It is expected that this will occur during the first trimester of the student's training. Therefore, transfers will be limited.

Withdrawal from class will be subject to the refund policy and financial aid re-calculation may be necessary. This may constitute financial aid probation for subsequent trimesters.

Repetition of previously credited work is allowed on a space available basis only at the discretion of the instructor and Assistant Director. Financial aid will be granted only for new course work.

### **COUNSELING**

Counseling services are available to all Tennessee College of Applied Technology students. You may have problems with which you would like assistance. These problems may include uncertainty of vocational choice, poor study habits, poor grades, lack of ability to concentrate, financial aid, family and social situations, and employment. If you need assistance, contact our Student Services Office.

## Student Handbook

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### **CREDIT FOR PRIOR TRAINING**

Your previous educational training and/or experience will be evaluated on entry. You will be enrolled in training at your own level and the time normally required for training may be shortened. We will evaluate training completed in high school, technical institutes, colleges, and others such as business, industry, and the military. Credit may be given toward completion where possible. You must supply documentation and/or evidence of training or proficiency.

### **ARTICULATION AGREEMENT**

Students may be able to take advantage of an articulation agreement as a means of eliminating repetition of course studies for students who choose to continue their education at another post-secondary institution after successfully completing a program at the Tennessee College of Applied Technology. Students who have mastered certain course competencies which are equivalent to course competencies offered through other institutions may receive credit either through a means of formal evaluation of credit, or formal articulation agreement as established between the Tennessee College of Applied Technology and the particular institution or by achieving an acceptable score on the receiving institution's chosen assessment means. Additional information may be obtained from the Student Services Office and/or program instructors. The TCAT currently has a 30 hour articulation credit agreement with Bethel University for Administrative Office Graduates. Bethel University is exploring additional program articulation options.

### **CO-OPERATIVE TRAINING**

Co-operative training is available to students in most program areas. This activity allows students to receive on the job training in an area directly related to their course of study during school time. Students must meet specific eligibility requirements and be recommended by their instructor to participate in co-operative training. The Coordinator of Student Services coordinates co-operative activities with the assistance of the instructor, student, and employer.

### **STUDENT INSURANCE**

#### Domestic and Accident Plans

- We do not have a TBR sponsored plan for our domestic students this year or a specific TCAT Accident Plan, due to market constraints. However, our broker AON has prepared a website for students where they can compare various health care exchange and marketplace options.
- The website address is: [www.TBRstudentHIX.com](http://www.TBRstudentHIX.com)

## Tennessee College of Applied Technology

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- Note that for the TCAT Accident Plan, the student may either select an Accident specific plan under the Optional Coverages or there are some student health insurance plans that include an accident provision. Students should be encouraged to shop both ways to see what rates/coverages work best for their individual circumstances.

### **COMPLETION REQUIREMENTS**

Satisfactory completion may be achieved by demonstrating proficiency based upon the occupational entry requirements. A certificate of completion may be awarded to any preparatory student who reaches a payroll job proficiency level and to any special student who completes his objective for upgrading his skills and knowledge. A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiencies in a complete course of study. All hours of study accumulate toward post-secondary completion requirements. Estimated hours are based upon average progress.

Should a student withdraw, be terminated or graduate from the College and have in his or her possession property or materials belonging to the College, completion certificates/diploma will not be issued until such property or material is returned.

Students must properly complete all required paperwork, including the Exit Interview form, prior to withdrawal or exiting the Tennessee College. Students who do not follow through with this procedure may not be issued the final certificate and/or diploma. If a student exits or withdraws from the Tennessee College of Applied Technology and owes fees to the College, final certificates, diplomas and/or transcripts may be held until the fees are paid.

### **PLACEMENT**

The placement of students in satisfactory employment is one of the primary objectives of the Tennessee College of Applied Technology. 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 communication with employers, both in the local community and statewide.

### **FOLLOW-UP**

As an aid in evaluating the effectiveness of the student's training, the instructional staff maintains close contact with their former students by correspondence, personal contact, and contact through a working relationship with their employers. Surveys and follow-up studies are made to determine if changes need to be made in meeting the individual students' needs as well as the needs of the employers. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student.

## Student Handbook

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A follow-up questionnaire will be sent approximately two (2) weeks after graduation. There will be additional periodic contacts for further follow-up information. Students are strongly urged and encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.

### **EXIT INTERVIEWS**

Under the Tennessee Board of Regents Policy, all students graduating, withdrawing, or terminating from the College must participate and/or complete an exit interview form.

### **CAMPUS SECURITY POLICY/ CAMPUS SECURITY AUTHORITIES**

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-To-Know and Campus Security Act, the Tennessee College of Applied Technology maintains a file on campus crimes and other related information. This information can be viewed online or obtained in the Student Services Office.

You can contact TCAT-H Administration at 931-796-5351(non-emergencies) or dial 9-1-1-(emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to TCAT-H or the police department. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities.

Campus Security Authorities are:

- Individuals having responsibility for campus security, such as those responsible for monitoring the access to college facilities or property.
- All employees, including student employees, who work in a position where they control or monitor access to some part of campus.
- All college officials who have significant responsibility for student and campus activities.
- Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to administration or other designated Campus Security Authorities.

#### **Campus Security Authorities are:**

<b>TCAT Hohenwald – Front Office</b>	<b>931-796-5351</b>
<b>Kelli Kea-Carroll, President</b>	<b>Ext 125</b>
<b>Randy Young, Vice President</b>	<b>Ext 128</b>
<b>Andrea Cooper, Coordinator</b>	<b>Ext 122</b>
<b>Magan Davis, Admin. Asst.</b>	<b>Ext 124</b>

Students may report incidents to the Campus Security Authorities listed above. Incidents

## Tennessee College of Applied Technology

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reported to these organizations or individuals will be included in Clery Statistics, even if no criminal action can be taken.

### **SEXUAL OFFENSES**

The Violence Against Women Reauthorization Act (VAWA) was signed into law March 7, 2014 and imposes new obligations on colleges and universities under its Campus Sexual Violence Elimination Act (SaVE Act) provision. The SaVE Act provision, which amends the campus crime provisions of the Higher Education Act, expands the information colleges must incorporate into their annual crime reports to include acts of domestic violence, dating violence, and stalking.

The Tennessee College of Applied Technology-Hohenwald prohibits all forms of sex discrimination including sexual harassment. Sexual Misconduct also is strictly prohibited and is defined as dating violence, domestic violence, stalking, and sexual assault.

Reports of acts of sexual misconduct to any other employee of the College must be reported to the Title IX Coordinator, and the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Student Services, Interim Title IX Coordinator  
Randy Young  
813 West Main St  
Hohenwald, TN 38462  
Vice President  
randy.young@tcathohenwald.edu  
931-796-5351 Ext 128

### **Filing a complaint with Local Authorities**

If the victim chooses to make a complaint for the purposes of filing criminal charges, the victim may contact the local law enforcement agencies listed below. If the victim chooses the Title IX Coordinator assist the victim in filing this complaint. The victim should contact the Title IX Coordinator for assistance.

Hohenwald Main Campus:

City of Hohenwald Police Department  
118 West Linden Avenue  
Hohenwald TN 38462  
(931) 796-3223

Waynesboro Campuses:

City of Waynesboro Police Department  
122 Public Square East  
Waynesboro TN 38485  
(931) 722-5458  
(931) 722-5459



## Student Handbook

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Northfield Instructional Center:	Spring Hill Police Department 199 Town Center Parkway Spring Hill TN 37174 (931) 486-2252
Lawrenceburg Instructional Center:	Lawrenceburg Police Department 233 W Gaines Street #1 Lawrenceburg, TN 38464 (931) 762-2276
Linden Instructional Center:	Perry County Sheriff's Office 582 Bethel Road Linden, TN 37096 (931) 589-8803
Mt. Pleasant Instructional Center:	Mt. Pleasant Police Department 100 Public Square Mt. Pleasant, TN 38474 (931) 379-3201

### **RED FLAG IDENTITY THEFT PREVENTION PROGRAM**

In response to the threat of identity theft primarily through financial transactions, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA), Public Law 108-159, an amendment to the Fair Credit Reporting Act. In accordance with sections 114 and 315 of FACTA, the Office of the Comptroller of the Currency, Treasury; the Board of Governors of the Federal Reserve System; the Federal Deposit Insurance Corporation; the Office of Thrift Supervision, Treasury; The National Credit Union Administration; and the Federal Trade Commission jointly adopted and promulgated rules known as the "red flags rules" that require certain entities to enact certain policies and procedures by the June 1, 2010 effective date.

The Tennessee Board of Regents, on behalf of its institutions, has adopted an identity theft prevention policy and program, set forth in TBR Policy #4:01:05:60, in an effort to detect, prevent and mitigate identity theft, and to help protect institutions, faculty, staff, students and other applicable constituents from damages related to the loss or misuse of identifying information due to identity theft.

## Tennessee College of Applied Technology

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Tennessee College of Applied Technology further developed an institutional policy to satisfy the requirements of the Red Flag rules and TBR Policy 4:01:05:60 in consideration of the College's size and the nature of its activities.

The purpose of the program is to detect and mitigate identity theft in connection with any covered account. This program envisions the creation of policies and procedures in order to achieve these goals. Under this policy the program will:

1. Identify relevant red flags for new and existing covered accounts and incorporate those red flags into the policy;
2. Detect red flags that have been incorporated into the policy;
3. Respond appropriately to any red flag that is detected to prevent and mitigate identity theft; and
4. Ensure the policy is updated periodically to reflect changes in risks to students and other College constituents from identity theft.
5. Promote compliance with state and federal laws and regulations regarding identity theft protection.

This program shall, as appropriate, incorporate existing TBR and institutional policies and guidelines, such as anti-fraud programs and information security programs that control reasonably foreseeable risks.

### **STUDENT RIGHT-TO-KNOW INFORMATION**

The Tennessee College of Applied Technology provides students with an annual notice containing a list of consumer information. The information is distributed to faculty, staff, and students in September and throughout the year to new students. Hard copies may be obtained in the Student Services Office, front lobby, or accessed on the TCAT-Hohenwald website.

Student Right-to-Know Information involves transparency of the college's program offerings regarding estimated time of program completion, cost of program, as well as, anticipated book and/or supply list. The college updates the information as program requirements change. The college attempts to set forth program expectations in order to better prepare students for successful enrollment.

## Student Handbook

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### **SAFETY**

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program and becomes the student's responsibility to adhere to the safety and health requirements taught.

Strict safety procedures, as set by your instructor, will be followed and practiced at all times. Each class has a safety program that you must thoroughly understand before you are allowed to use any shop equipment. A written record of the safety instructions and test will be kept on file as tangible evidence that you have been properly instructed of the safety program. **ALL ACCIDENTS OR INJURIES MUST BE REPORTED IMMEDIATELY TO YOUR INSTRUCTOR!!** Also, all near accidents that did not cause injury should be reported. Disciplinary action will be taken whenever safety rules are violated. Off-campus locations will have additional safety measures to follow specific to that site. Students must be informed and aware of safety at the site. Instructors will inform students of safety relevant to training area.

### **EMERGENCY ACTION PREPAREDNESS PLAN**

This plan is designed to inform Tennessee College of Applied Technology's employees and students about what to do in the event of a reasonably foreseeable emergency. Examples of foreseeable emergencies include fire, earthquake, tornado, or other storms. This plan is designed to comply with the format established in 1910.38(a) OSHA standard. Additionally, the Tennessee College of Applied Technology has added a brief summary of procedures to be followed in the event of an unforeseeable emergency or situation of concern, such as a hostile student/visitor.

Tennessee College of Applied Technology's employees are not expected to commit daring rescues or provide first aid as part of their job. Any first aid given by a Tennessee College of Applied Technology employee will be rendered on a Good Samaritan basis and not as a part of any implicit or explicit job duty. It is the stance of the Tennessee College of Applied Technology to handle accidents/injury very minor in nature by campus personnel and to contact the appropriate authorities/medical personnel for accident/injury/illness sustained on campus.

In the event of a fire or other emergency, the first priority is the safety and well being of all persons on campus. In the event of a fire, after everyone is evacuated from the fire area, portable fire extinguishers may be used by employees that have been trained in their proper use. The Emergency Action Preparedness Plan will be reviewed at the following times:

## Tennessee College of Applied Technology

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- a. Initially, when the plan is developed;
- b. Whenever the employee's responsibilities or designated actions under the plan change;
- c. Whenever the plan is changed, and/or
- d. At least annually.

### **EMERGENCY FIRE, TORNADO, AND EARTHQUAKE EVACUATION PLAN**

In case of a fire in a shop or classroom area, the instructor will be contacted immediately. The instructor will determine the seriousness of the fire, then:

- a. inform all persons in the area to evacuate to their assigned meeting area.
- b. inform the administrative office of the situation and seriousness.
- c. the administrative office will call 911.
- d. the administrative office will initiate the Emergency Evacuation Plan as needed and necessary.

In case of a fire in other locations other than the classroom and shop areas within the TCAT, steps a. - d. listed above will be followed.

The emergency plan for complete evacuation of the shop areas and classrooms in cases of **FIRE** or a **POTENTIAL EXPLOSION** from natural gas and/or acetylene is as follows:

1. The signal for complete evacuation is three (3) consecutive blasts on the public address system.
2. All persons in the shop areas, classrooms, and offices will immediately evacuate the buildings and assemble at the pre-assigned assembly area (a safe distance from the building). Escape routes and assembly areas are prominently posted throughout the facility or may be obtained from your instructor or supervisor.
3. All windows and doors will be closed (when safety permits) before leaving the areas.
4. All students and instructors will go directly to their individual program's assembly area. (Students in Technology Foundations or away from their shop areas or classrooms during a drill or real emergency should immediately meet with their fellow students at their assigned meeting area.)
5. Instructors and supervisors will conduct a roll check to make sure all students are present who have safely evacuated the buildings.
6. Assigned personnel (administrative) will check with all assembly areas to determine if all students and staff have safely evacuated.
7. Upon completion of the drill or when the emergency is over, assigned personnel (administrative) will inform everyone that it is safe to re-enter the buildings.

## Student Handbook

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The **TORNADO** preparation plan is as follows:

1. Upon knowledge of a pending tornado strike, a statement will be made over the intercom system directing all students and staff to assemble in their pre-assigned areas. With regard to the East Building: Aesthetics, Cosmetology, and Cosmetology Instructor students will assemble within the inner walls of the shampoo area and wash area in the classroom; Nursing students will assemble in the bathroom areas and lab area. Electro-Mechanical Technology students will assemble in the bathroom areas and inner walls area of the classroom. Students (Administrative Office Technology, Patient Care Technician, Surgical Technology, and Technology Foundations) and staff in the Administration Building will use the two rest rooms in the main hall, the two rest rooms in the student mall area, the kitchen (to be closed off when utilized as shelter), the Assistant Director's office, and corner office. East and West Wings: Automotive Technology, Drafting & CAD Technology, Digital Graphic Design Technology, Electronics Systems, Industrial Maintenance, Machine Tool Technology, Telecommunications, and Welding students will all remain within their respective program areas and utilize the bathroom and storage areas, along with any "non-windowed" space.
2. Personnel should remain calm during the drill/strike. There will be no pushing, shoving, or running during the drills.
3. Personnel will sit on the floor against the west wall, (wall to utilize in any area with limited space) with their heads on their knees and their hands on top of their heads.
4. An announcement will be made over the intercom at the conclusion of the drill or when the potential strike is over.

The **EARTHQUAKE** evacuation plan is as follows:

1. Upon knowledge of a pending earthquake or at the onset of tremors, an announcement will be made on the public address system. All students and staff will calmly go to the nearest exit and then go to the open area away from buildings, trees, power poles, electrical lines, brick or block walls and other objects that could fall. Designated meeting areas are the same as for fire emergencies.
2. **DON'T PANIC.** The key is to remain calm and lend a hand to others in need.
3. Be prepared for aftershocks.

## Tennessee College of Applied Technology

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4. Wait calmly until directions are given by Administrative personnel, police, or civil defense.

The **EMERGENCY MEDICAL** plan is as follows:

1. In case of an accident or serious illness of a student, the instructor will be contacted immediately. The instructor will determine the seriousness of the injury and illness, then:
  - a. If the injury is minor--the instructor may administer or assist with first-aid as necessary.
  - b. If serious -- the main office will be contacted, then the determination will be made to either transport the person to the local ambulatory care facility or call for an ambulance. It is the stance of the Tennessee College to contact the appropriate authorities (calling an ambulance) and allow the attending medical personnel further evaluate the medical conditions of the injured. Injuries pertaining to dual enrollment student students will be reported to the respective high school contact.
  - c. If needed and as necessary, the nursing /medical personnel on staff will be contacted and consulted for care purposes.
2. In case of an accident or serious illness of an employee, the administrative office should be notified immediately.
  - a. If minor – the employee will make the decision as to what course of action to take concerning first-aid.
  - b. If serious -- determination will be made to either transport the person to the local ambulatory care facility or call for an ambulance. It is the stance of the Tennessee College to contact the appropriate authorities (calling an ambulance) and allow the attending medical personnel further evaluate the medical conditions of the injured.
  - c. As needed and necessary, the nursing/medical personnel on staff will be contacted and consulted for care purposes.

*Note: The TCAT Pandemic Flu Plan is a separate document from the Emergency Preparedness Plan.*

## Student Handbook

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### **UNFORESEEABLE EMERGENCY/CIRCUMSTANCE OF CONCERN**

The **DISGRUNTLED/HOSTILE STUDENT** plan is as follows:

1. In case of a disgruntled student, the instructor will be contacted immediately. The instructor will determine the seriousness and nature of the hostility:
  - a. If the nature of the hostility is minor--the instructor may attempt to handle the situation. In most cases, it is felt the situation may be handled through the appropriate procedures of the Student Conduct Policy.
  - b. If the nature of the hostility is more serious -- the instructor possesses the authority to order the temporary removal of the student from the program area. In the event the temporary removal of the student is invoked, the main office will be contacted and alerted to the situation. Student's permanent removal must follow appropriate Tennessee College of Applied Technology Policy.
  - c. As needed and necessary, all facets of the Student Conduct Policy and Disciplinary Sanction Procedures shall apply. The instructor/involved parties are responsible for completion of the appropriate paperwork following the incident.
  - d. If the nature of the hostility is beyond the control of the instructor and/or involved personnel, TCAT faculty and/or staff may alert reinforcement of other TCAT faculty and staff by access of the intercom system with the announcement of "Code Orange" following with the "location" of the hostile individual. Example: "Code Orange – Computer Information Systems".
  - e. Other emergency communications may also include an administrative announcement with a direct command of "Lock Your Door", which initiates a College "lock down" status, whereby no persons may enter or exit the premises.

The **HOSTILE SITUATION** plan is as follows:

1. In case of a hostile situation on campus, the administrative office should be contacted immediately. The administrative office and/or involved personnel will determine the seriousness and nature of the situation:
  - a. With the announcement of "Code Orange" followed by "location" over the intercom system, it is understood reinforcement of other personnel is necessary at that location. Further specific direction may be given at that time. Administrative Office personnel will contact the authorities as appropriate to the situation. TCAT Personnel will abstain from any involvement in student/employee domestic situations; local authorities will be alerted.

## Tennessee College of Applied Technology

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- b. If at any time the announcement of “Lock Your Doors” is given by the Administrative Office, the Tennessee College is considered on a “lock down” status, whereby no persons may enter or exit the premises, until notice is given otherwise.
- c. Additional communication methods include: activation of an “alert chain”, whereby email is sent by appointed personnel responsible for informing designated areas of a “situation”.

*Off-campus sites follow the emergency procedures of the facilities where located.*

### **INSTITUTIONAL DISCIPLINARY RULES - STUDENT CONDUCT**

Students enrolled in postsecondary educational institutions and schools are citizens of the state, local and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution or school of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Tennessee Board of Regents has developed the following regulations which are intended to govern student conduct on the TCAT Hohenwald campus.

Institutional disciplinary measures shall be imposed for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution-controlled property.

Individual/organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

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.
7. Misuse of documents or identification cards.
8. Firearms or other dangerous weapons (paint guns are also banned from campus).
9. Explosives, fireworks, and flammable materials.
10. Alcoholic beverages.



## Student Handbook

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11. Drugs
12. Drug Paraphernalia
13. Public Intoxication
14. Gambling
15. Financial Irresponsibility
16. Unacceptable conduct in disciplinary proceedings
17. Failure to cooperate with institutional officials
18. Violations of General Policy
19. Attempts of aiding and abetting.
20. Violation of state and federal law
21. Violation of imposed disciplinary sanction
22. Sexual Misconduct.
23. Harassment and retaliation
24. Academic Misconduct.
25. Unauthorized duplication or possession of keys
26. Litter
27. Pornography
28. Abuse of computer resource or facilities
29. Unauthorized access to facilities or grounds
30. Providing false information
31. Unauthorized Surveillance
32. Smoking violations

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct, or conduct which violates the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating, falsification of school records and other forms of academic dishonesty are prohibited. Students who are guilty of academic misconduct, directly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a Zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

## **DISCIPLINARY SANCTIONS**

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in the regulations, **the appropriate institution officials** may impose the following disciplinary sanctions, either singly or in combination.

1. Restitution
2. Warning
3. Reprimand
4. Service to the Institution or Community
5. Specified educational/counseling program
6. Apology
7. Fines
8. Restriction
9. Probation
10. Suspension
11. Expulsion
12. Revocation of admission, degree, or credential
13. Interim or Summary suspension

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

Disciplinary action may be taken against students for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property or which occur off campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. 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 institutional community.

For the purpose of the disciplinary rules and sanction, a student(s) shall mean any person who is registered for study at the Tennessee College of Applied Technology.

## **DISCIPLINARY PROCEDURES**

Chapter 0240-3-21-.05: A student who is subject to disciplinary proceedings based on charges of disciplinary offenses listed in the policy or academic misconduct (cheating, plagiarism, etc.)

## Student Handbook

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which could result in suspension or termination from the school has a right to an opportunity to hear the charges against her/him and have a meaningful opportunity to respond prior to such action being taken.

For more information concerning the hearing process please reference Tennessee College of Applied Technology Disciplinary Rules Chapter 0240-3-21 or see Tennessee College of Applied Technology Vice President for copy of the policy.

### **EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION, DISCRIMINATION**

The Tennessee College of Applied Technology is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. Procedures for filing grievances concerning discrimination of any type can be obtained in the Student Services office or by contacting the Student Services Coordinator.

It is the intent of the Tennessee Board of Regents and the Tennessee College of Applied Technology to fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Vietnam Era Veteran Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant hereto. The Board of Regents will promote and ensure equal opportunity for all persons without regard to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

It is the intent of the Board that each campus within the system and the Central Office shall be free of discrimination on any protected status and shall fully comply with the applicable provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the federal and state constitution; and other applicable federal and state statutes.

Tennessee College of Applied Technology will not tolerate discrimination against any employee or applicant for employment because of to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a covered veteran,

## Tennessee College of Applied Technology

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genetic information, and any other category protected by federal or state civil rights law, nor will they tolerate harassment on the basis of race or sex.

Furthermore, Tennessee College of Applied Technology shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

### **A. Discrimination**

Discrimination may occur by:

1. Treating members of a protected class less favorably because of their membership in that class. The protected groups are based upon to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law; or,
2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

### **B. Sexual Harassment**

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment

Sexual harassment can take many forms, but most sexual harassment falls into the three categories: verbal, visual, and physical. For further information, please consult Tennessee Board of Regents policy 2:02:10:01 and 5:01:02:00, and Guideline P-080, or see the Student Services Coordinator for copies of policies.

## Student Handbook

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It is the practice of the Tennessee College of Applied Technology faculty and staff to address all beneficiaries by courtesy titles (i.e., Mr., Mrs., Ms., Miss) without regard to race, color, or national origin in all communication.

### **GRIEVANCE PROCEDURES**

All students of the Tennessee College of Applied Technology may process bona fide complaints or grievances. These procedures may be utilized by a student who believes he or she has been treated unfairly or inequitably (including racial or sexual harassment, etc.) with regard to the terms or conditions of his/her enrollment or discriminated against in connection with his/her enrollment. Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion, or discrimination. Every reasonable effort will be made to resolve complaints at the lowest possible stage. Procedures can be obtained from the Student Services Office. Contact the Assistant Director to file a formal complaint. Complaints not resolved at the school regarding accreditation or violation of state law may be submitted to the Council or Tennessee Board of Regents.

Allegation of sexual or racial harassment or discrimination shall be processed in accordance with Tennessee Board of Regents Guideline P-080, Discrimination and Harassment – Complaint and Investigation Procedure. Grade appeals should comply with the appropriate grade appeal process. Matters regarding student discipline are processed in accordance with the student disciplinary policies and rules found at Tennessee Board of Regents Policy 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions, Policy 3:02:01:00, Student Due Process Procedures, and Rule 0240-3-21-.01, et. seq., of the rules published by the Tennessee Secretary of State. Students should also consult the student handbook. Appeals of traffic or parking citations should be processed as specified by each institution.

The Tennessee College of Applied Technology is accredited by the Accrediting Commission of the Council on Occupational Education. Address: 7840 Roswell Road, Building 300, suite 325, Atlanta, GA 30350; Tel: (770) 396-3898.

### **LIMITED ENGLISH PROFICIENCY POLICY**

For students, staff or other parties with limited English proficiency, the student or individual must notify the Student Services Coordinator at the Tennessee College of Applied Technology Hohenwald. Dependent upon the services needed, the Coordinator will work to identify accommodations as determined to provide services to the student. Services may require the outside assistance of other organizations in order the students need be met in providing an optimum level of services for student success. Further information regarding Limited English Proficiency services may be attained by contacting Student Services Office or the Student

## Tennessee College of Applied Technology

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Services Coordinator, who serves as the Limited English Proficiency Coordinator. For employees desiring service, the employee must contact the TCAT Human Resource Officer. This policy is in relation to Title IV: 34 C.F.R. Part 100 and 34 C.F.R. Part 100, Appendix B.

The Tennessee College of Applied Technology Hohenwald does not exclude any person from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education based on national origin. The Tennessee College does not permit or allow or tolerate discrimination of any facet

### **DRUG-FREE CAMPUS POLICY STATEMENT**

Drug and/or alcohol abuse can affect a person's physical and emotional health as well as his/her social life and day-to-day living. Long abuse can destroy a healthy body and mind. Such abuse can lead to many possible health risks, including organ damage, mental illness, AIDS, hepatitis, and other diseases. The College's drug prevention program addresses two major concerns: 1) the maintenance of an environment in which students can learn; and 2) help for students and personnel whose development or performance is threatened by abuse of alcohol or drugs. Individuals in need of assistance should discuss this with the Counselor. (The Plan and a listing of existing centers in this region for drug and alcohol counseling, treatment, or rehabilitation can be obtained from the Student Services Office.)

#### **A. Policy**

The policy of the Tennessee College of Applied Technology is that the unlawful manufacture, distribution, possession, use, or abuse of alcohol and illicit drugs on the College's campus, on property owned or controlled by the College, or as part of an activity of the Tennessee College is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Any violation of this policy **will** result in disciplinary actions set forth in Section II of this statement.

#### **B. Disciplinary Actions**

The Tennessee College of Applied Technology will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

##### **1. Employees**

As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify the department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

## Student Handbook

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A conviction includes a finding of guilt, a plea of nolo contendere or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of convictions, may include one or more of the following:

- a. Termination
- b. Suspension
- c. Mandatory participation and satisfactory completion of a drug/ alcohol abuse program or rehabilitation program
- d. Recommendation for professional counseling
- e. Referral for prosecution
- f. Letter of warning
- g. Probation

### **2. Students**

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- a. Expulsion
- b. Suspension
- c. Mandatory participation and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
- d. Referral for prosecution
- e. Probation
- f. Warning
- g. Reprimand

### **DRUG AND ALCOHOL ABUSE**

Drug and/or alcohol abuse can affect a person's physical and emotional health as well as their social life and day-to-day living. Long term drug and/or alcohol abuse can destroy a healthy body and mind. Such abuse can lead to many possible health risks including:

- \* Organ damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even death;
- \* Risk of contracting AIDS, hepatitis, and other disease from the use of illegal drugs.

## Tennessee College of Applied Technology

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This institution is always concerned about the well-being of its students. Information, referral assistance/counseling services are available in the Student Services' Office as well as the following:

### **MIDDLE TENNESSEE ALCOHOL AND DRUG FACILITIES**

State of Tennessee  
Employee Assistance Program  
Toll Free 1-800-468-8369  
Treatment - 741-1924

Tennessee Dept. of Mental Health,  
Division of Alcohol & Drug Abuse  
Nashville, TN 37209

Cumberland Heights Alcohol and  
Drug Treatment Center  
P.O. Box 90727  
Nashville, TN 37209  
(615) 353-1757

Vanderbilt Institute for  
Treatment of Alcoholism  
Vanderbilt University Med Center  
Nashville, TN 37209  
(615) 322-6158

Harbours at Brentwood  
Free Telephone Consultation  
209 Ward Circle  
Nashville, TN 37209  
(615) 373-8700

Harbours of Columbia  
Free Telephone Consultation  
Suite 406, 1224 Trotwood  
Columbia, TN 38401  
(931) 388-9406

Buffalo Valley Inc.  
221 South Maple  
Hohenwald, TN 38462  
(931) 796-5427

Another Chance Recovery  
Lewis Community Hospital  
Hohenwald, TN 38462  
(931) 796-2281

Alcoholic Anonymous  
1113 South High Street  
Columbia, TN 38401  
(931) 381-1048

Lewis County  
Alcoholic Anonymous  
(931) 796-5423  
(931) 796-4033

### **-HOT LINES-**

National Cocaine Hotline  
1-800-Cocaine

Alcohol Hotline  
1-800-Alcohol



## Student Handbook

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Columbia Area Mental Health  
P.O. Box 1119, Trotwood Ave.  
Columbia, TN 38401  
(931) 388-6653

Centerstone  
912 Summertown Hwy.  
Hohenwald, TN 38462  
(931) 796-5916

### **SUICIDE PREVENTION PLAN**

Tennessee College of Applied Technology Hohenwald is committed to the mental health wellness of our students, faculty and staff. As such, and in compliance with the requirements of T.C.A. § 49-7-172, Tennessee College of Applied Technology Hohenwald has developed a suicide prevention plan that engages in a variety of initiatives to improve and provide crisis services.

Tennessee College of Applied Technology Hohenwald's Suicide Prevention Plan will be disseminated to faculty, staff, and students each academic term during new student orientations, registration, and by utilizing the RAVE alert system. The Tennessee College of Applied Technology Hohenwald's contact for suicide prevention work:

Andrea Cooper, Student Services Coordinator  
(931) 796-5351 Ext 122  
[andrea.cooper@tcathohenwald.edu](mailto:andrea.cooper@tcathohenwald.edu)

### **ACCEPTABLE INFORMATION RESOURCES TECHNOLOGY USE POLICY**

The Tennessee College of Applied Technology provides computers and information technology resources to all enrolled students. This policy is meant to generally define TCAT Hohenwald's acceptable use of the resources and supplement Tennessee Board of Regents Policy 1:08:00:00. To ensure Internet connections are used constructively for the advancement of educational opportunities for the students of TCAT Hohenwald, it is necessary to establish policies for the acceptable use of the computer network communications and resources. The TCAT Hohenwald has taken preliminary precautions to restrict access to controversial materials and monitors system activity on a daily basis.

Acceptable use of the TCAT Hohenwald network and internet must be in support of education and research, and must be consistent with the educational objectives of the program for which the student is enrolled. Use of other networks and resources must comply with the rules appropriate for that network. Transmission of material in violation of any federal or state

## Tennessee College of Applied Technology

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regulation is prohibited, which includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Personal use for commercial activities, product advertising and/or personal or political gain is prohibited. Only those computers connected and approved by the school administrator and/or IT Coordinator will be allowed to use TCAT Hohenwald Internet Access. Access to protected resources (computer hacking) is illegal and prohibited. Students use is restricted to activities approved by the program instructor. Computers and equipment must be used exclusively for TCAT business and educational activities and is subject to monitoring at any given time. Activity of a non-educational nature will not be tolerated, such as involvement in “chat-rooms” and/or visits to prohibited websites like Facebook. Programs or games that are not educational or researched-based instructional programs are not to be installed or played at any time unless otherwise authorized by program instructor. Students are prohibited from providing personally identifiable information online on the TCAT System. The sharing of passwords is strictly prohibited. User accounts must not be shared or left open or unattended. Back-up copies of documents are the responsibility of the user. Information resource users are accountable and responsible for activity and policy violations which are traceable to the user. Attempting to log in through another user’s account or access another user’s files is illegal and strictly prohibited.

Any act of vandalism will result in the cancellation of privileges. Vandalism, for this purpose is defined as any malicious attempt to harm or destroy the data of another user, or to harm or destroy computer equipment. Abusive behavior toward equipment will be reported to the TCAT Director and for disciplinary action.

The use of information technology resources, including the Internet, is a privilege. Inappropriate use will result in cancellation of those privileges. Students who fail to comply with the acceptable use policy will be subject to disciplinary sanction in accordance with the TCAT Disciplinary Policy. By acceptance of a user account or allowed access to the TCAT Hohenwald System, a student and/or user is agreeing to abide by the Acceptable Use Policy and understands any violation of policy may result in revocation of information technology resource access/privileges and disciplinary action and/or legal action taken.

### **FINANCIAL AID**

**To apply for financial aid go to the website [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).**

**Lottery Scholarship: Wilder-Naifeh Technical Skills Grant** is a state funded, lottery program (Tennessee Education Lottery Scholarship – TELS) that provides an annual grant to eligible students to attend a Tennessee College of Applied Technology. Any Tennessee resident who is at least 18 years of age or has a high school diploma or GED is eligible to

## Student Handbook

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apply to attend a Tennessee College of Applied Technology. The award is not based on financial need; however, award amount is based on lottery funding and availability. All individuals interested in applying must fill out the Free Application for Federal Student Aid (FAFSA).

The grant requires no minimum high school grade point average or entrance exam for admission; conversely, enrolling students must meet program admissions requirements. To maintain the Wilder-Naifeh Grant while enrolled, students must maintain satisfactory academic progress (“C” or better) and meet attendance requirements including continuous enrollment. For more information and specific policy requirements, please contact Student Services office.

**Lottery Scholarship for High School Students: Dual Enrollment Grant** provides financial assistance to qualified high school students in pursuit of postsecondary study at an eligible Tennessee public or private institution while receiving college credit. The grant requires completion of the grant application which may be found by accessing the website: [www.collegepaystn.com](http://www.collegepaystn.com) and locating Lottery Scholarship, then clicking DE Grant and App PDF.

**Tennessee Promise:** Tennessee Promise offers two years of tuition-free community or technical college to Tennessee high school graduates beginning with the Class of 2015. Tennessee Promise is a last-dollar scholarship, meaning it will cover college costs not met from Pell, Wilder Naifeh, or TSAA. As part of the program, students will be paired with a partnering organization serving their home county and will be provided with a mentor who will support them during the college application process.

**Tennessee ReConnect:** Tennessee ReConnect offers two years of tuition-free community or technical college to Tennessee residents determined to be independent by the FAFSA. Tennessee ReConnect is a last-dollar scholarship, meaning it will cover college costs not met from Pell, Wilder Naifeh, or TSAA.

**Federal Pell Grant:** A federally funded program to provide grants to eligible students for post-secondary education and training. Grants are based on a federal formula that measures your ability and that of your family to meet educational expenses. The formula produces an Expected Family Contribution number. The Student Aid Report contains this number and will tell if the student is eligible. For PELL, an undergraduate is one who has not earned a bachelor’s or first professional degree.

**Tennessee Student Assistance Award (TSAA):** A state grant awarded to Tennessee’s most needy students that meet the priority application deadline and all general eligibility requirements for Title IV aid. Students must be PELL eligible and a Tennessee resident. The Tennessee

## Tennessee College of Applied Technology

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Student Assistance Corporation determines the awards. Part-time students will have their TSAA prorated based upon the amount of fees they pay. Less than half-time students do not qualify for TSAA.

**South Central Workforce Alliance (WIA)** – (formerly known as JTPA): This federally funded program is designed to help pay for educational expenses while attending an educational program after high school. The WIA program will pay travel and/or furnish books and supplies for eligible participants. Eligibility is based on size and income of the family.

\*WIA/SDA-11 is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. TDD Relay System Access Number: 1-800-848-0298.

**Vocational Rehabilitation:** You must be physically or mentally challenged and demonstrate that you would benefit from further training at the College to receive benefits. Vocational Rehabilitation will pay for tuition to Tennessee Colleges and, if an economic hardship is determined, for food, room, and travel. Additional information may be obtained from the local Vocational Rehabilitation office.

### STUDENT FINANCIAL AID ELIGIBILITY

The College's Counselor/Financial Aid Officer is in charge of administering all financial aid programs. In order for a student to receive financial assistance from federal or state financial aid programs, he/she must:

1. Be enrolled as a regular student in an eligible program (Refer to Federal Guidelines for exceptions).
2. Be a U.S. citizen/national or an eligible non-citizen.
3. Show that he/she has need.
4. Attain and retain satisfactory progress in accordance with policy.
5. Not be in default on Federal Perkins/National Direct Student Loan, Federal Family Education Loan Program, Federal Direct Student Loan, Income Contingent Loan or a Consolidated Loan or must have documentation satisfying repayment arrangement if in default.
6. Not owe a refund or repayment on a Federal Pell Grant, Tennessee Student Assistance Award, Federal Supplemental Educational Opportunity Grant, Byrd Scholarship or a Wilder-Naifeh Technical Skill Grant or must have documented satisfactory repayment arrangements.
7. Have a signed statement of registration compliance indicating either that he/she has registered with the Selective Service or that he/she is not required to register.
8. Have a signed statement of educational purpose (saying that the student will use the money only for expenses related to attending the College).

## Student Handbook

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9. Provide verification of a High School Diploma, GED, approved Home School certification or be beyond the age of compulsory school attendance in Tennessee and have the ability to benefit from the education or training offered.
10. Must take and pass an independently administered examination approved by the Secretary of Education if without a high school diploma or GED, or a student may also demonstrate ability to benefit by successfully completing 225 clock hours within a program. Title IV eligibility will begin at clock hour 226.
11. Must not have been convicted of any drug related offense while receiving Title IV aid.

### **FINANCIAL AID CHECK DISBURSEMENT**

All disbursements represent payments made **in advance of training**. Dollars are not ‘earned’ until the student has completed both attendance hours and competency hours associated with each payment period. If a student withdraws before completing the hours he/she has been paid for, the student is at risk of overpayment with the Department of Education or may owe monies to the institution. Funds owed the institution that are not paid back will be turned over to a collection agency.

Once a student qualifies to receive a disbursement, the Financial Aid Office will pay all estimated tuition and fee charges for the entire payment period and any other student authorized charges. If the student has a credit balance (funds remaining) after these charges have been paid, the institution will release the remaining funds in the form of a residual disbursement.

1. Federal Pell disbursements will be made in payment periods based on half of an academic year and may have multiple disbursements, for any remaining portion of a program that is more than half an academic year but less than full academic year, the payment period will be half the remaining hours in the program. If the remaining portion of a program is less than half an academic year, the payment period will be the remainder of the program.
2. TSAA and WNTSG are disbursed each academic term.
3. Students must present picture identification prior to check disbursement.

### **FINANCIAL AID PROGRESS/ATTENDANCE**

1. **To make satisfactory progress a student must:**
  - A. Complete 75% of cumulative scheduled hours (pace of completion)
  - B. Must maintain a minimum passing grade of ‘C’ as published by the institution
2. Satisfactory progress will be evaluated at the expected end of a student’s payment period. If the student fails to make satisfactory progress, the student will be placed on financial aid warning for the next payment period. If the student fails to make satisfactory progress for the

## Tennessee College of Applied Technology

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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.

3. **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. These transfer hours will not be included in cumulative grade average or peace of completion.
4. **Repeats (Repeating after program completion)** – Any student who completes an entire clock hour program and later re-enrolls to take that same program again or to take another program may be paid for repeating coursework regardless of the amount of time between completion of the first program and beginning the same program or another program.
5. **Withdrawals** will not impact a student’s satisfactory academic progress unless they return after 180 days.
  - A. **Re-entry within 180 days**- A student who withdraws from a clock hour or credit hour non-term program and reenters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by ED, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under R2T4.
  - B. **Reentry after 180 days and transfer students**- Generally, you must calculate new payment periods for a clock hour or credit hour non-term for:
    - \* A student who withdraws and then reenters the same program at the same institution after 180 days, or
    - \*A student who withdraws from a program and then enrolls in a new program at the same institution, or at another institution *within any time period*.

***Note: Satisfactory progress for the federal Pell grant includes length of program hours x 100% = maximum hours of eligibility. If a student exceeds 100% of program hours, he or she is no longer eligible for Pell grant. The 100% calculation includes secondary high school hours, post-secondary (adult) hours and absences. For example: Cosmetology requires 1500 hours for completion. If a student is enrolled and exceeds 100% of the 1500 hours he or she is ineligible for the Pell grant.***

### **GAINFUL EMPLOYMENT**

Effective July 2019, The Tennessee College of Applied Technology Hohenwald chose to early implement full rescission of the gainful employment disclosure requirements. Our decision was based on guidance included in the U.S. Department of Education's Gainful Employment Electronic Announcement #122. The rescission applies to the NSLDS reporting requirement, 34 CFR 668.412, and 34 CFR 668.414.

### **THE AMERICANS WITH DISABILITIES ACT**

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

*It is the responsibility of the student to seek available assistance at the College and to make his/her needs known.*

*In order to receive "reasonable accommodations" the student must be self-identified to the Coordinator of Student Services.*

College populations in need of Limited English Proficiency Services need to contact Student Services Coordinator and consult the policy on page 36.

### **INFORMATION FOR VETERANS**

The Tennessee College of Applied Technology is approved to train qualified veterans under the Veterans Administration program. You must secure VA approval to attend the College if financial assistance is to be paid. You must complete the necessary VA forms before we can send enrollment certification to the VA to begin payment. If you have questions or problems concerning the VA programs, contact the College Counselor, or call the VA toll-free number (1-800-827-2026).

#### **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

## Tennessee College of Applied Technology

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tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

### **DRESS AND APPEARANCE**

**One responsibility of the Tennessee College of Applied Technology is to develop attitudes in the students needed to get and keep a job. You should dress and groom yourself as you would if you were working in the business or industry for which you are training.** Therefore, proper care must be given to dress and appearance, in relation to appropriate clothing and personal hygiene. **Students may be sent home or subject to sanction if found to not meet dress and appearance standards.** Appearance standards may include but are not limited to proper cleanliness in regard to oneself and clothing; personal hygiene may include skin infection, such as lice, which could be contagious to fellow students. Disregard for appearance standards and hygiene may result in student's dismissal.

In regard to clothing, care must be given to strive for the proper fit with "appropriate" skin exposure; overly tight clothing or extremely loose clothing is both unacceptable. Shorts may be worn at proper length as acceptable to the area enrolled. Spaghetti strap and overly exposing tops are prohibited. Pants must be worn at proper level with no exposure of undergarments. Clothing or clothing items must be worn in the manner intended of item; alternative appearance of clothing items is unacceptable. Additional requirements may be mandatory of specific technical programs.

In regard to lice, the Tennessee College of Applied Technology observes a "NO NIT POLICY." Students will be sent home in case of active lice or presence of nits. Students may be required to submit documentation from a physician and /or health department as to document treatment. Students will be checked by school personnel prior to admittance to class.

For safety reasons, you must wear appropriate clothing and work shoes approved by the instructor in shop training areas. Your hair shall be kept in a restraining device if its length constitutes a safety hazard, within the program of interest.

Clothing or book bags displaying drugs, alcohol, or profanity will not be permitted. Clothing and/or clothing items related to or displaying any regard to gang related activity is strictly prohibited. Inappropriate dress will be noted by your instructor or the administration as needed and appropriate action will be taken.



## Student Handbook

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### **TELEPHONE CALLS/CELL PHONES**

Telephones in the College's office and classrooms are for business use only. **Except for emergency situations**, students will not be called from class to receive incoming calls, nor will messages be taken for students. Please inform your friends and family of this procedure. Cell phone use is limited to breaks and lunch times. Cell phones are to be turned off during class time.

### **INSTRUCTIONAL PROJECTS**

Several programs utilize student projects in relation to the area of education. Instructors will approve only instructional or "live work" projects that benefit and enhance the technical training of TCAT-Hohenwald students. You must furnish all materials used on private projects. After completion of a Work Order, all projects must be approved by the Director or Assistant Director. Students will be assessed a non-refundable project fee. Fee schedules are available at the Student Services office. Students and/or individuals requesting services must complete a work order in the office and pay a non-refundable fee. TCAT-Hohenwald references guideline TCAT-010 on regard to projects.

### **SMOKING**

Smoking or the use of tobacco products/vapors is not permitted in any classroom or school buildings. There are designated smoking areas on the campus of Tennessee College of Applied Technology.

### **TOOLS AND EQUIPMENT**

Students are responsible for proper use and care of tools and equipment. Students must replace any tools lost or carelessly damaged. Please inform your instructor of equipment not properly working in order that repair or replacement may be made.

### **AUTOMOBILES AND PARKING**

Students are asked not to park vehicles in designated areas; otherwise vehicles may be parked at a location that is most convenient to the training area. No double parking is permitted. Students are expected to drive slowly and cautiously while on campus.

## **SPEEDING / VEHICLES**

All persons entering the Tennessee College of Applied Technology campus are required to observe the 10 mph speed limit. Violation of such may result in an enrolled student being sanctioned. Vehicles on campus must be driven in a safe manner at all times. Failure to observe safety while driving may result in restriction from campus.

## **VISITORS**

Visitors must have permission from the administrative office to visit any student or training area. Visitor badges are available in the front office.

## **COURSE DESCRIPTION**

Specific course offerings are based primarily upon the manpower needs and employment opportunities in the region. The total program is planned to provide the type of training that leads directly to employment, or that assists the employed worker to improve his/her skills and increase technical knowledge. The Tennessee College fulfills this objective by providing training through five types of programs.

**Full-Time Preparatory Training** is designed to prepare persons for employment in specific or closely related occupations. The full-time program is offered on a six-hour per day basis. Length of training ranges from six to eighteen months depending upon the level of training desired. Part-time training in a full-time program may be granted with special permission.

**Secondary/High School Training** programs are offered to enable the high school student a chance to begin training in a career prior to graduation. High school credits are awarded for this training. Should the decision be made to continue training as a full-time preparatory student at after graduation from high school, TCAT credit is given to the high school student toward the earning of a certificate or diploma in the training program of choice.

**Supplemental Training** is designed to prepare persons for employment in specific or closely related occupations. The training is offered on a less than part-time basis.

**Specialized Training Programs** are designed to assist employed workers with upgrading skills and technical knowledge necessary to present employment.

## Student Handbook

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**Special Industrial and Public Service Programs** are offered to business and industry. These classes can be conducted in the College or place of employment of the students. Specialized training is designed to meet specific needs of industry and is offered through a contractual agreement.

### **OTHER EDUCATIONAL OFFERINGS:**

**TN eCampus Online Programs:** The Tennessee Board of Regents' colleges, universities and Tennessee colleges joined to offer online degree programs, whereby any individual may choose to enroll and pursue post-secondary education in the offerings of certificates, diplomas or degrees through on-line education. All participating institutions are fully accredited with the student able to choose an online "home" school of choice. Courses completed in eCampus are entirely online and transferable among all the institutions.

The Tennessee Colleges offer online technical certificates in 11-week standard cycles. Presently, TCAT Hohenwald offers the Administrative Office Technology program. Additional areas are currently being developed for future educational offerings. For more information about the programs or to apply for admission and register online, please visit [www.TNeCampus.org](http://www.TNeCampus.org).

### **TRAINING PROGRAMS**

#### **AUTOMOTIVE TECHNOLOGY**

Approximately 20 months (2160 hours) - Automotive Technician Diploma

The mission is to provide the technical training and skill development for students to become knowledgeable in all facets of the field. Students receive instruction in the proper factory-approved methods of servicing, repairing and maintaining vehicles. Training also includes learning to make the proper diagnosis using test equipment, precision measuring tools, service manuals and specifications. The program is divided into eight instructional units as developed by the National Institute for Automotive Service Excellence; certificates are available upon completion of units. Automotive Technology is offered at the main campus and at the Instructional Service Center of GM Northfield, Spring Hill, Tennessee.

#### **ADMINISTRATIVE OFFICE TECHNOLOGY**

Approximately 12 months (1296 hours) – Administrative Assistant Diploma; Medical Administrative Assistant Diploma; Accounting Assistant Diploma

The purpose is to educate the student with the basic knowledge and technical skills necessary for success in both today's computerized office and the traditional office setting. Extensive

## Tennessee College of Applied Technology

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"hands-on" computer training, including word processing, spreadsheets, desktop publishing and data base management is an integral part of the program. Students receive training on the latest in office technology, including computers, calculators and transcription equipment. Training provides students with career opportunities in the areas of secretarial, bookkeeping, clerical, data processing, medical, legal and computer-related fields. Administrative Office Technology is offered as a full-time day and evening class on the main campus of TCAT Hohenwald.

### **INFORMATION TECHNOLOGY**

Approximately 20 months (2160 hours) - Microcomputer Specialist Diploma; IT Specialist Diploma; IT Systems Coordinator Diploma

The mission is to provide the technical instruction and skill development for the student to become versed in the components of computer operation. Instruction includes learning how computers work, how to process data, and how to apply computer functions to solutions of problems. Extensive training with modern computer equipment, peripherals and software is provided in the units of system set-up, word processing, spreadsheets, data base management, maintenance, basic repair, upgrading, hardware assembly, diagnostics, networking and operating systems. Completion prepares the student for employment within the computer industry. Additionally, students may sit for industry certification exams.

### **COSMETOLOGY**

Approximately 15 months (1500 hours) - Cosmetologist Diploma

The objective is to assist the student in mastering the skills for passing the state board examination, selecting a phase or specialization in the field and entering employment. Instruction and practical learning experiences are interwoven into a variety of beauty treatments, including care and beautification of the hair, complexion and hands. Training includes instruction in shampooing, rinsing, treatments, styling, setting, cutting, tinting, bleaching, perming, facials, manicuring, massaging, bacteriology, anatomy, hygiene, sanitation and salon management. Completion qualifies the student to sit for the licensure exam. Cosmetology is offered as a full-time day program.

### **DIGITAL GRAPHIC DESIGN TECHNOLOGY**

Approximately 16 months (1728 hours) – Digital Illustrator Diploma; Digital Graphic Designer Diploma; Digital Technical Illustrator Diploma

The goal of the Digital Graphic Design Technology program is to teach individuals communications skills in print and digital media in order to meet the growing need for layout professionals in the growing sector of in-house marketing departments in all areas of industry. Graphic Design is a creative process which combines art with technology to communicate

## Student Handbook

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ideas and information. The course provides instruction and training in designing and producing anything which is printed in hard or virtual copy.

### **DRAFTING and CAD TECHNOLOGY**

Approximately 16 months (1728 hours) – Civil Drafter Diploma; Drafting & CAD Technician Diploma; Mechanical Drafter Diploma; Residential Architecture Drafter Diploma; Structural Drafter Diploma.

The goal is to teach modern engineering, industrial and architectural practices to the student so that he/she may become a qualified draftsman. Students learn to develop clear, complete and accurate working, detailed drawings from rough or detailed sketches. The basic program provides instruction in the techniques of sketching, drawing, lettering and inking. Students become skilled in the utilization of equipment used in the industry including Computer Aided Drafting (CAD). After completion of the basic program, specializations are offered in Architectural, Civil, Structural or Mechanical Drafting.

### **ELECTRO-MECHANICAL TECHNOLOGY**

Approximately 20 months (2160 hours) – Maintenance Associate Diploma; Maintenance Electrician Diploma; Electro-Mechanical Technician Diploma

The mission of Electro-Mechanical Technology is to provide the education and intensive hands-on training in the integration of mechanical, electrical, and electronics systems necessary for the student to become knowledgeable and competitive within today's modern industrial world. The Electro-Mechanical Program combines elements of both the Electronics Technology and Industrial Maintenance Technology to provide a multi-craft training program. A student may begin in either Electronics Technology or Industrial Maintenance.

### **ELECTRONIC SYSTEMS PROGRAM**

Approximately 16 months (1728 hours) – Electronic Systems Repair Technician Diploma; Electronics Systems Technician - Industrial Electronics; Electronics Systems Technician - , Communications; Electronics Systems Technician - Bio-Medical.

## Tennessee College of Applied Technology

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The mission is to provide students with basic theories, principles, practices, experiments and real work experiences involved in electronics. Students will learn through hands-on use of state-of-the-art trainers and lab stations fully equipped with proper power sources and test equipment. The Electronics Course provides instruction in A.C. and D.C. theory, electronics principles, digital electronics, microprocessors, digital and analog communications systems, advanced pneumatics and hydraulics, robotics, and programmable logic controllers. Students gain troubleshooting and repair experience through application. After completion of the basic program, specializations are offered in various areas.

### **INDUSTRIAL MAINTENANCE**

Approximately 16 months (1728 hours) – Industrial Maintenance Technician Diploma.

The goal is to equip the student with a background of knowledge and skills in maintenance, repair and operation of equipment. Instruction consists of both classroom and practical shop applications involving industrial electricity, machine shop, welding and sheet metal. Training also involves safety, applied electrical theory, blue print reading, schematic reading, machine operations (lathe, drill press, and mill), hydraulics and pneumatics, and heating and air conditioning. Welding instructional units include basic procedures, flame and pipe cutting, oxyacetylene welding, basic and advanced electric arc welding, pipe welding, MIG welding, TIG welding, code specification, brazing and soldering, plasma arc, shop mathematics, blueprint, layout and structure projects. Completion qualifies the student to perform productively in maintenance operations within industry. Industrial Maintenance offers six full-time day programs; the Main Campus in Hohenwald, Columbia, Lawrenceburg, Linden, Mt. Pleasant, and Waynesboro.

### **MACHINE TOOL TECHNOLOGY**

Approximately 16 months (1728 hours) – General Machinist Diploma; Machinist 1 Diploma

The mission is to provide the necessary work experiences and related technical knowledge for employment in the metal working industry. The program is designed to give the student experience on a variety of machine tools including milling machines, lathes, grinders, and drill presses. Instruction is given in related mathematics, blue print reading, precision measuring and basic metallurgy, which includes properties of metals, workable characteristics, heat treatment of metals and relative hardness. CNC (Computer Numerical Control) machining is also available as a part of training. Machine Tool is offered as a full-time day program at the main campus at TCAT Hohenwald.

## Student Handbook

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### **PRACTICAL NURSING**

Approximately 12 months (1296 hours) - Practical Nursing Diploma

The primary goal is to provide the technical instruction, skill development and learning experience necessary for the student to obtain licensure and become gainfully employed. The course is one year in length, consisting of 1296 hours; approximately half of the hours are spent in various clinical agencies. Curriculum includes, but is not limited to, Vocational Relationships, Anatomy and Physiology, Nutrition, Medications, Pharmacology, Medical-Surgical, and Maternal, Infant, Psychiatric, Geriatric and Pediatric Nursing. Upon completion, the graduate is eligible to take the state licensure exam. Practical Nursing is located at the main campus of TCAT Hohenwald and the Wayne Medical Center, Waynesboro, Tennessee, and Instructional Service Center GM Northfield, Spring Hill, Tennessee.

### **SURGICAL TECHNOLOGY**

Approximately 12 months (1296 hours) - Surgical Technologist Diploma

The mission is to provide the necessary theory and clinical instruction to prepare the student as a successful member of the surgical team and in preparation for the national certification exam. Program instruction is provided through lecture and discussion, laboratory demonstration and practice, and clinical experience and assignments. Students are exposed to the latest techniques in a variety of surgical procedures and specialties. Units of study include Medical-Surgical, Anatomy and Physiology, Microbiology, Pharmacology, Patient Care, Asepsis, Fundamentals and Surgical Procedures. Successful completion earns the student the diploma and qualifies the student to sit for national certification.

### **WELDING TECHNOLOGY**

Approximately 12 months (1296 hours) Combination Welder Diploma

The mission of the program is to equip the student with the technical knowledge and “hands-on” skills necessary to prepare the student for employment within the welding and related fields. Students enrolled in Welding Technology will be educated and trained through classroom instruction and practical welding exercises within an industrial setting environment. Students master the basic welding techniques for both acetylene and SMAW, MIG, and TIG welding. Applications in gas cutting and torch use are also included. Students learn how to weld using the shielded arc, flux cored arc, gas metal arc, and gas tungsten arc welding processes. Both manual and mechanized oxy-fuel and plasma arc cutting is used excessively. Students will master the physical properties of metal, the effects of heat, thickness allowances, shrinkage, basic joint design and layout. The program offers certificates throughout the program of study for completion of specific areas of welding with a diploma for completion of all areas. This program is designed to be completed in three trimesters or 1296 hours, which is equivalent to twelve (12)

months or one year. Welding is offered at the Hohenwald main campus and Linden.

## **INTEGRATED PROGRAMS**

### **WORK ETHICS**

The TCAT Work Ethics Program is designed to promote positive work behaviors and to prepare students to be better, more productive workers. The evaluation of student work ethic traits is part of the teaching process. Evaluation is based on an identified set of (10) worker ethics characteristics, such as attendance, teamwork, attitude, and productivity. The traits are continually evaluated by instructors throughout the trimester in the assessment process. A trait is specifically focused on each week of the trimester. Instructors then provide timely feedback to the student with clear instructions for improvement as needed.

**DESCRIPTION OF THE WORK ETHIC EVALUATION PROCESS:** Evaluation of student work ethics uses a rating scale based upon a definition of the expected behavior of a good employee. Points are assigned to evaluate each of the ten work ethics traits as follows:

Exceeds Expectations = 4 points

Meets Expectations = 3 points

Needs Improvement = 1 point

Unacceptable = 0 points

**Worker Ethics is an integrated part of the program curriculum, and is a graded activity which is calculated into the trimester evaluation.**

## **SPECIALIZED TRAINING PROGRAMS**

### **TECHNOLOGY FOUNDATIONS**

The mission of the Technology Foundations Program is to provide training to students to meet the reading, math, and writing competencies for their program areas. Technology Foundations consists of instructional activities in reading, writing, mathematics, and study skills. Full-time students enrolled in a program may participate in the program as a part of their instructional day. Students may also enroll in the program for personal educational development or educational upgrade.



## Student Handbook

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### **SPECIAL INDUSTRIAL PROGRAMS**

In addition to the current full-time programs listed in this handbook, this College has the capability, in cooperation with the requesting industry, to design and operate training programs that fulfill a special need of the requesting industry. These programs usually provide retraining or upgrade training for the employed person but may also provide start-up training for new employees. The length, times, and dates of training are designated by the industry being provided the training.

### **STUDENT ACTIVITIES**

The Tennessee College of Applied Technology Hohenwald hosts two active institutional technical chapters involving students, faculty, and staff, in which students may choose to participate. The two chapters are SkillsUSA and National Technical Honor Society (NTHS).

#### **SkillsUSA**

The Tennessee College of Applied Technology satisfied all the requirements as an affiliate of the SkillsUSA Tennessee Post-Secondary Association and was chartered as an official chapter on April 24, 2006. Since the chapter's inception, the institution and representative students have been active participants in all local, state, and national competitions, proving to be a viable opponent and competitor. The Tennessee College of Applied Technology Hohenwald chapter has over 400 students and professional members annually. Students participate in a variety of activities including leadership training, community service, and competition. To find out more visit: [www.tnpsskillsusa.org](http://www.tnpsskillsusa.org).

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

SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. At the annual national-level SkillsUSA Championships, over 6,000 students compete in 99 occupational and leadership skill areas.

SkillsUSA programs also help to establish industry standards for job skill training in the lab and

## Tennessee College of Applied Technology

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classroom, and promote community service. SkillsUSA is recognized by the U.S. Department of Education and is cited as a “successful model of employer-driven youth development training program” by the U.S. Department of Labor.

More than 300,000 students and instructors join SkillsUSA annually, organized into more than 13,000 school chapters in 54 state and territorial associations. SkillsUSA has served more than 11.2 million members since its founding in 1965.

In 2013, more than 16,000 teachers and school administrators served as professional SkillsUSA members and advisors. More than 600 business, industry and labor sponsors actively support SkillsUSA at the national level through financial aid, in-kind contributions, and involvement of their people in SkillsUSA activities. Many more work directly with state associations and local chapters.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The Tennessee College of Applied Technology Hohenwald hosts a chapter of the National Technical Honor Society (NTHS) for the institution and the students. The chapter was chartered on July 12, 2007. NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education.

Thousands of schools and colleges throughout the United States and its territories have chapters of the honor society on their respective campuses. The member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today’s highly competitive workplace. Also, NTHS awards an increasing number of scholarships each year to its members.

The Tennessee College of Applied Technology Hohenwald is proud to be a member of the honor society. Student memberships are limited to students with a minimum 95% academic average and are nominated by their instructor.

Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Membership in a career/technical student organization is important to leadership development and career preparation and therefore, strongly encouraged.

### **GRADUATION/AWARDS DAY**

The Tennessee College of Applied Technology Hohenwald hosts announced graduations throughout the year to honor those students who achieve Certificates and/or Diploma awards from

## Student Handbook

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their respective areas of study. The school-wide graduation ceremony has been traditionally held during the month of December.

The Practical Nursing program holds an individual graduation ceremony due to the commencement time of the program and number of students graduating. The Practical Nursing graduations normally occur in April and August of each year.

Additionally, the Tennessee College of Applied Technology Hohenwald honors student completers by recognizing successful students at Awards Day, which is held at the end of each trimester. Students are recognized for Certificates and Diplomas, Awards of Excellence, Academic, and Perfect Attendance, as well as notable special awards. Students earning Academic Excellence Awards maintain a 93 or above average for the trimester, as well as perfect attendance for the trimester of attendance. Students earning Academic Awards maintain a 93 or above average.

### **NOTICE**

The provisions of this handbook constitute a contract between the Tennessee College of Applied Technology and a student who commences any program of study insofar as it relates to the diploma or certificate requirements for that program during the effective period of this handbook, and the 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 diploma or certificate requirements for any program are subject to substitution at any time prior to completion by the student.

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

The Tennessee College of Applied Technology provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the Tennessee College of Applied Technology, are trained and qualified for teaching at the Tennessee College of Applied Technology level. 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, the Tennessee College of Applied Technology does not warrant or represent that any student who completes a course or program of study will necessarily acquire specific knowledge or skills, or

## Tennessee College of Applied Technology

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will be able to successfully pass or complete specific examination for any course, degree, or license.

### **Reporting Fraud, Waste, or Abuse at the Tennessee College of Applied Technology**

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State law requires all public institutions of higher education to provide a means by which students, employees, or others may report suspected or known improper or dishonest acts. In addition, the Tennessee College of Applied Technology (TCAT) is committed to the responsible stewardship of our resources.

Whether you are part of management, a faculty or staff member, a student, or an interested citizen, we encourage you to report known or suspected dishonest acts by employees, outside contractors, or vendors.

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#### ***What Should I Report?***

Dishonest acts, either known or suspected, should be reported, such as:

- Theft or misappropriation of funds, supplies, property, or other institution resources
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and wasteful activity
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of institution's conflict of interests policy
- Authorization or receipt of compensation for hours not worked

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#### ***Think Before You Speak!***

Before making allegations of dishonesty, be reasonably certain of any claims. Such allegations can seriously and negatively impact the accused individual's life and adversely affect the working environment of the College.

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## Student Handbook

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### *Reporting Options*

Several options are available to all TCAT employees, students and others for reporting known or suspected dishonest acts. You may report your concerns to:

- your immediate supervisor or Instructor if you are a student
- to the Director of the Tennessee College of Applied Technology
- the Office of Internal Audit at Middle Tennessee State University
- to the Tennessee Board of Regents, Office of System-wide Audit, by email at [reportfraud@tbr.edu](mailto:reportfraud@tbr.edu)
- to the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at **1-800-232-5454**

### **SEXUAL OFFENDER INFORMATION**

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 convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors, as described in the Act. The Wetterling Act's standards also require States to accept registration information from non-resident offenders who have entered the State to work or attend school. The Wetterling Act provides generally that States must release relevant information concerning persons required to register as necessary to protect the public. (42 U.S.C. § 14071 (Wetterling Act provisions); 64 Fed. Reg. 572 (Jan 5, 1999) (Attorney General's guidelines for the Wetterling Act))

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 (pursuant to 42 U.S.C. § 14071(j)), 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 is furnishing its students with the current website for tracking the location of registered sex offenders:

[http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp).

## Tennessee College of Applied Technology

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The information contained in the registry has been provided to Registering Agencies and the Tennessee Bureau of Investigation by the offender and is based upon information provided by the offender. The Tennessee Bureau of Investigation cannot guarantee the accuracy of this information. It should be noted that offenders might 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.

NOTES

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## Tennessee College of Applied Technology

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### INDEX

Academic Retention.....	16
Accreditation.....	7
Admission Requirements/Procedures.....	9
Advisory Committees.....	7
Affirmative Action.....	35
Americans with Disabilities Act.....	46
Articulation Agreement.....	21
Attendance.....	16
Bad Check Collections.....	12
Books and Supplies.....	14
Calendar of Operation.....	8
Canceled Classes.....	15
Change of Status Procedure.....	19
Co-Operative Training.....	21
Completion Requirements.....	22
Counseling.....	20
Course Description.....	49-50
Credit for Prior Training.....	21
Depositing of Fees.....	12
Disciplinary Procedures.....	34-35
Disciplinary Rules.....	32
Disciplinary Sanctions.....	34
Discrimination.....	35
Dress and Appearance.....	47
Drug and Alcohol Abuse.....	39
Drug and Alcohol Facilities.....	40
Drug Free Campus Policy.....	38-39
Emergency Action Plan.....	27-32
Equal Employment Opportunity.....	35-36
Exit Interviews.....	23
Fee Assessment.....	11
Fee Collection.....	12
Financial Aid.....	42-44
Financial Aid Progress/Attendance.....	45-46
Follow Up.....	22
Fraud, Waste, and Abuse Reporting Procedures.....	59
Gainful Employment.....	46
Governance.....	3
Grades.....	17



## Student Handbook

---

Grievance Procedures .....	37
High School Students.....	10
History.....	3
Hours of Absence.....	18
Identity Theft Prevention Program.....	25
Informational Resources Technology Use Policy.....	41-42
Instructional Facilities.....	15
Instructional Projects.....	48
Leave of Absence.....	20
Limited English Proficiency .....	37
Lottery Scholarship .....	42
Media Resources.....	16
Minimum Age for Enrollment .....	9
Mission Statement.....	2
MMR Requirements.....	10
Other Educational Offerings .....	50
Other Fee and Charge Considerations .....	14
OSHA.....	27
Parking.....	49
Payment of Fees .....	12
Placement.....	22
Privacy Rights Act .....	8
Progress.....	17
Public Relations/Publications .....	15
Purpose and Objective .....	2
Refunds of Maintenance Fees.....	13
Safety .....	27
Security Policy .....	23
Sexual Harassment.....	36
Sexual Offender .....	60-61
Smoking .....	49
Special Industrial Programs .....	56
Specialized Training Programs .....	56
Speeding.....	49
Student Activities.....	56-58
Student Conduct.....	32-33
Student Insurance.....	21
Student Right-To-Know.....	26
Suicide Prevention Plan.....	41
Technology Fees .....	14

## Tennessee College of Applied Technology

---

Telephone Calls .....	48
Tools and Equipment .....	49
Training Programs.....	51-55
Transfer/Withdrawal .....	20
Tuition.....	11
Varicella Requirements.....	10
Veterans .....	47
Visitors .....	49
Vocational Rehabilitation .....	44
Work Ethics .....	55
WIA.....	43